

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರಿಷತ್ ಮಂಡಳಿ

2020 ರ ಫೆಬ್ರವರಿ / ಮಾರ್ಚ್ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **G**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ
ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 02. 03. 2020]

[ಗರಿಷ್ಠ ಅಂಕಗಳು : 100

ಸಮಯ : ಬಳಗ್ಗೆ 10-30 ರಿಂದ ಮಧ್ಯಾಹ್ನ 12-30 ರವರೆಗೆ]

ಅಭ್ಯರ್ಥಿಗಳಿಗೆ ಸೂಚನೆ :

1. ಪ್ರವೇಶಪತ್ರದಲ್ಲಿ ನಿಗದಿಪಡಿಸಿರುವ ತಂಡ ಹಾಗೂ ಪ್ರಶ್ನೆಪತ್ರಿಕೆಯಲ್ಲಿ ಮುದ್ರಿತವಾಗಿರುವ ತಂಡವನ್ನು ತಾಳೆ ನೋಡಿಕೊಳ್ಳುವುದು.
2. ನಿಮಗೆ ನಿಗದಿಪಡಿಸಿರುವ ಗಣಕಯಂತ್ರವನ್ನು ಮಾತ್ರ ಉಪಯೋಗಿಸತಕ್ಕದ್ದು.
3. ಪರೀಕ್ಷಾ ಕೇಂದ್ರದಲ್ಲಿ ಸಿಡಿ, ಪೆನ್‌ಡ್ರೈವ್, ಲ್ಯಾಪ್‌ಟಾಪ್ ಮುಂತಾದ ಬಳಕೆಯನ್ನು ನಿಷೇಧಿಸಲಾಗಿದೆ.
4. ತಂಡ ಬದಲಾವಣೆಗೆ ಅವಕಾಶವಿಲ್ಲ.
5. ಪರೀಕ್ಷಾ ಕೇಂದ್ರದಲ್ಲಿ ಶಿಸ್ತಿನಿಂದ ನಡೆದುಕೊಳ್ಳುವುದು.

12008

[Turn over

Computer Examinations, February/March-2020
OFFICE AUTOMATION
PRACTICAL EXAMINATIONS

Time : 2 hours]

[Max. Marks : 100

Instructions to the Candidates :

1. Create a new folder on the desktop.
2. Name your Folder by your Register Number.
3. Save all your files into your folder.

Note : Answer all the 4 questions.Q. No. 1. 25**Type the following Business Letter with Font Face: "Tahoma" and Font size 12.** 10

OMEGA BUILDERS AND ARCHITECTS

Sonu Complex,
Belgaum,
2nd May 2005.

No. 25/SBA/05

Messrs. Virat Software Solutions,
Pune Road,
BELGAUM

Dear Sir,

Subject: Design for New office premises.

We have pleasure in informing you that a model of your proposed office premises has been prepared and kept in our office. We request you to kindly visit our premises on any convenient date so that we could have first hand impression of our creative work. As you are aware, we are the leading architects and builders in the city. Our confidence increases in the job that you have entrusted to us.

While preparing the model, we have precise three important aspects. They are the front elevation, the height and the space. The front elevation is designed by our senior and experienced architects who have many years of experience in the field. The area is enclosed by modern partition material, furniture and fixtures are readily available to the user. The furniture proposed will be ample for having a computer and telephone. [Further, the entire building is proposed to be air conditioned. We hope that the above arrangement would satisfy your needs. In the meantime, we await your early inspection.

Yours faithfully,
for **Omega builders and architects**

CHIEF ARCHITECT.

Do the following:

1. Format Heading (Name of the Company) with Font Face: "Arial Black", Size: 18, Font Colour: "Green", Align: "Center" 2
 2. Right align the From address and date line properly 1
 3. Format the Subject Line to Bold, underline , italicize and centre it. 2
 4. Make separate paragraph from the mark [. Justify the paragraphs and set Line spacing: 1.5 3
 5. Capitalize the Highlighted Text in he Complimentary closing 1
 6. Align the Complimentary Closing properly (Yours faithfully.....Chief Architect) 1
 7. Strike out the words "In the meantime" in the last sentence 1
 8. Insert Water mark with text "Omega" 1
 9. Insert Header: "Omega Builders and Architect" and Footer: "Page No:" 2
 10. Correct Spelling and Grammatical Mistakes. 1
- Q. No. 2. 25

Prepare the following Table in Excel:

BEST CAPITAL LIMITED
DHARWAD

Name of the Employee	Designation	Basic Salary	DA 52%	HRA 24%	CCA 15%	ESI 5%	PF 12%	IT 20%	GROSS SALARY	DEDUCTION	NET SALARY
Ashrith	CEO	25800									
Sannidh	HR	22500									
Arjun	Manager	19500									
Rajesh	Team Leader	21000									
Anushree	System Analyst	20500									

1. Enter the given details. 10
2. Calculate: DA, HRA, CCA, ESI, PF, IT as per the percentage given above & also calculate GROSS SALARY, DEDUCTION & NET SALARY 9
3. Insert a Column before "Name of the Employee", name it as "Sl.No." & add serial number 1
4. Center align the Heading with Font Face "Impact" and Font size: 20 2
5. Apply Borders and format your table 2
6. Protect the Sheet with password 2502. 1

Q. No. 3.

25

Design an attractive presentation using the following data :**Slide 1 :**

ORANGE: A Super food from Italy

The Name comes from the Persian word "narang".

This fruit arrived in Italy through the Arabs, initially called as "narancio", then Orange.

Slide 2 :

Healthy Properties

Oranges are excellent source of

- Thiamine
- Riboflavin
- Niacin

Oranges can promote the strengthening of bones, teeth, cartilage, tendons and ligaments

Slide 3 :

Curiosity

Oranges are eaten fresh, also juices.

They are widely used in many dishes both sweet and savory

Used as a flavouring in desserts and pastries.

Slide 4 :

Advantages of Orange

- Orange blossom essence is an important component in the making of perfume
- Orange blossom honey is obtained by putting beehives in the citrus groves while trees bloom

Apply Custom Animation, Slide Transition and set the Timings for the slides.

Q. No. 4.

25

Create a Company by name Ughendran.

5

Create the necessary Ledgers and journalize the following transactions:

- | | |
|--|---|
| 1. Ughendran started business with cash Rs. 3,25,000 | 2 |
| 2. Deposited into Corporation Bank Rs. 30,000 | 2 |
| 3. Sold goods to Sarathi Rs. 15,000 | 2 |
| 4. Paid TA to Supervisor Rs. 4,600 | 2 |
| 5. Outstanding Tax Rs. 5,250 | 2 |
| 6. Withdrew cash for personal use Rs. 12,500 | 2 |
| 7. Paid salary Rs. 15,000 by cheque | 2 |
| 8. Received Commission from Vani Rs. 8,000 | 2 |
| 9. Withdrew cash from Corporation Rs. 6,000 for petty cash | 2 |
| 10. Bought goods from Marshal Rs. 24,750 on credit. | 2 |

