

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ
2019ರ ಜನವರಿ / ಫೆಬ್ರವರಿ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **G**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್
ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ
ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 13. 02. 2019]

[ಗರಿಷ್ಠ ಅಂಕಗಳು : 100

ಸಮಯ : ಬೆಳಿಗ್ಗೆ 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.

Computer Examinations, January/February-2019
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 letter with Font Face: "Arial" and Font size" 14.

PRAKRUTHI NATURAL PRODUCTS

No. 250, Sumukh Apartments,
Mandya,

No. PNP/45/10

19th November 2010

To

Dear Sir,

I have not had an opportunity to give careful thought to the talk we had last Thursday regarding the advantages of sending our products to abroad by flight services. I must point out that as I told you during your visit here, I have an agreement with a shipping line to carry my products to some selected places and this agreement will be in force for further six months. It is therefore impossible for me to change over to the Air services immediately. However my Marketing Manager has recently spent several weeks overseas in an attempt to find new markets for our products.

As soon as she returns, I shall go fully into all these matters and shall then be in better position to reply you. Even though my products are very lightweight and your charges are most reasonable, the air service costs more than the usual charges. The Additional cost would be worth only if the quick delivery of the goods is required if the customer is willing to pay a little more to have the advantages of delivery by air. I shall write to you again as soon as I have anything more to report.

Yours faithfully,
for PRAMUKH NATURAL PRODUCTS,

Manager.

Do the following:

1. Type the letter as given. 10
2. Set Page size: "Legal", Margins with Top: 2" Bottom: 1" Left and Right: 0.5". 2
3. Format Heading with Font Face: "Impact", Font Size: 28, Font Colour "Orange", Alignment: "Centre". 2
4. Capitalize and italicize the heading. 2
5. Add Header: "Page No." and Footer: "Date and Time". 2
6. Add a simple page border. 1
7. Correct the Spelling mistakes. 1
8. Mail merge the letter for the following addresses : 5
 - a. Messrs. Deeksha Travel Agency, Mysore Road, MANDYA
 - b. Messrs. Raksha Travel Agency, Tumkur Road, Nelamangala
 - c. Messrs. Namratha Travel Agency, Hosur Road, Chandapura.

Q. No. 2.

25

Prepare the following Table in Excel:

**PRIYA HIGH SCHOOL
MANGALORE**

Marks Sheet of Pre-Preparatory Examination of 10th Standard English Medium students

Name of the Student	Register Number	English	II Lang	III Lang	Maths	Science	Social Studies
Akhilesh	18001	55	89	48	44	48	85
Akash	18002	89	89	42	84	83	80
Sumanth	18003	85	88	89	58	54	58
Ravi	18004	85	82	90	89	84	90
Charan	18008	83	45	98	38	38	35
Jeeva	18006	80	38	42	44	43	40
Kaveri	18007	58	84	80	45	35	85
Ganga	18008	50	48	90	48	54	55
Bhavya	18009	85	90	92	98	94	91
Asha	18010	22	28	88	88	44	55

1. Enter the given details. 10
2. Insert 4 columns after "Social Studies" and name them as "Total", "Average", "Result", "Grade" and calculate them using formulae. 6
3. Merge & centre the heading and subheading. 2
4. Set the Page size: A4 and Orientation: Landscape. 2
5. Increase the Row height: 38. 1
6. Sort by "Name of the Student" column in Ascending order. 1
7. Delete the record of "Jeeva". 1
8. Auto format the table and add borders. 2

Q. No. 3.

25

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

KRISHNA RIVER

The Krishna River is the fourth biggest river in terms of water inflows in India having a length of 1,300 kms long.

Slide 2 :

The river originates in the Western Ghats near Mahabaleshwar in the state of Maharashtra. Vijayawada is the largest city on the River Krishna.

Slide 3 :

The river flows through the State of Karnataka before entering Telangana State. The River's mouth is at Hamsaladevi, Krishna District, Andhra Pradesh.

Slide 4 :

The river has a large and highly fertile delta continuous with that of the Godavari River to the North East. It causes heavy soil erosion during the monsoon floods.

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

Q. No. 4.

25

Create a Company by name Shilpa.

5

Create the necessary Ledgers and journalize the following transactions:

- | | |
|--|---|
| 1. Shilpa commenced business with cash Rs. 77,000. | 2 |
| 2. Purchased Motor vehicle Rs. 74,000. | 2 |
| 3. Paid Paper Bill Rs. 480. | 2 |
| 4. Deposited into Corporation Bank Rs. 12,000. | 2 |
| 5. Purchased goods from Ganesh Dealers Rs. 32,000. | 2 |
| 6. Received Interest Rs. 6,270. | 2 |
| 7. Withdrew cash from Corporation Bank Rs. 7,000 for petty cash. | 2 |
| 8. Depreciation on Motor vehicle at 11%. | 2 |
| 9. Sold goods to Suraj for credit Rs. 7,470. | 2 |
| 10. Paid Tax Rs. 7,700. | 2 |