

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರಿಷತ್ ಮಂಡಳಿ

2020 ರ ಫೆಬ್ರವರಿ / ಮಾರ್ಚ್ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **H**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ
ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 02. 03. 2020]

[ಗರಿಷ್ಠ ಅಂಕಗಳು : 100

ಸಮಯ : ಮಧ್ಯಾಹ್ನ 2-30 ರಿಂದ 4-30 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.

12009

[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 letter with Font Face: "Calibri" and Font size: 14. 10

Karnataka Electricity Board

No. KEB/2801/2006

Office of the
Managing Director,
Cauvery Bhavan,
Bangalore, Date 30th September 2006

From

The Managing Director,
Karnataka Electricity Board,
Bangalore.

To

The Hon. President,
Commerce Institutes Association of Karnatka,
Bangalore

Sir,

Subject: Tariff rate to Commerce Institutes.

In continuation of this office letter dated 4th May 2006, I am directed to state that necessary guidelines have been issued from this office to all the Field Officers of the Board on the above subject.

In such cases where the Commerce Institutes are in leased premises and are billed under LT-3 tariff merely because the installation stands in the name of the landlord, the concerned Institute authorities will be advised to get the installation transferred from the name of landlord to their name to avail the concession of LT-1 tariff.

In such cases where the landlord is not willing to agree to the transfer of installation, the Commerce Institute authorities will have to produce their lease agreement in original to satisfy the Board officer.

You may kindly advise the Commerce Institutes to avail the facility of LT-1 tariff for fulfilling the said requirements of the Board. Further details can be had from local officers.

Yours faithfully,

MANAGING DIRECTOR

Do the following:

1. Format Heading with Font Face: "Cooper Black," Size: 26, Colour: "Green" and Align: "Center" 2
 2. Align the From address and To Address as shown above 2
 3. Capitalize and bold the Designation (First Line) in the From and To Address 2
 4. Subject line to be "Centered" and make it "Bold" 1
 5. Highlight the subject line with Colour: "Green" 1
 6. Add Header: "Your Register No" and Footer: "Karnataka Electricity Board" 2
 7. Add paragraph number from 2nd paragraph (2nd Para to be numbered from 2) 1
 8. Right align the Complimentary closing (Yours faithfully.....Director) properly 1
 9. Justify the Paragraph and set Line Spacing: 2 1
 10. Replace the word "Commerce" with "Computer" in all occurrences 2
- Q. No. 2. 25

Prepare the following Table in Excel:

KALA CAKE MAKERS
K.R. Market, Bangalore

Statement showing Sales turn-over of different flavours of cake at various places in Karnataka

Sl. No.	Districts	Mango	Vanilla	Pineapple	Strawberry	Chocolate
		Rs.	Rs.	Rs.	Rs.	Rs.
1	Kolar	22300	26400	28100	29000	29700
2	Bangalore	32100	36500	37700	38300	38350
3	Tumkur	81000	81100	71400	51400	51000
4	Ramnagar	71100	60800	61700	61000	31000
5	Tiptur	30000	31000	30000	32000	30000
6	Shimoga	50000	51300	57000	53000	48000
7	Sagar	50300	50300	43900	53100	55300
8	Mandya	52000	52000	50744	58000	60000
9	Chamarajanagar	71800	71400	71000	72000	63000
10	Bangarpet	51000	39000	47000	47000	43000

1. Enter the data as shown above 12
2. Display the values with Thousand Separator with decimal places (23000 as 23,000.00) 2
3. Insert a column at the end & give heading as "Total". Find out the Sales of each flavour of cake by using proper formula 2
4. Insert a row at the bottom with heading "Flavourwise Sales" and find out Sales of each Flavour 2
5. By using Conditional Formatting, highlight the values greater than 75000 with Blue colour for Pineapple flavour & find out the Maximum Sales Amount in Total column 2
6. Rename the sheet name as "Yummy Cakes" 1
7. Sort the records Districtwise (Descending order) 1

8. Auto format the table with borders and with proper alignment. 3

Q. No. 3. 25

Design an attractive presentation using the following data :

Slide 1 :

Grapes-History

Cultivated Grapes are believed to have been introduced into the north of India by the Persian invaders in 1300 AD.

Slide 2 :

Climate

The Western Ghats have laterite soils which are rich in iron with good drainage.

Many of the India's wine regions also fall within the tropical climate band.

Slide 3 :

Grape growing season

Grapes are usually harvested at the end of winter, which helps to expose the crop to warm days and cool nights, aids in the slow maturation of the grapes.

Slide 4 :

Characteristics of Grapes

- Grapes varieties are strong, productive
- Predisposed to powdery mildew
- Produces excellent, rich and complex white wines.

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

Q. No. 4. 25

Create a Company by name Meghana. 5

Create the necessary Ledgers and journalize the following transactions:

- | | |
|--|---|
| 1. Meghana commenced business with Cash Rs. 4,25,000 | 2 |
| 2. Bought Office Furniture for cash Rs. 65,000 | 2 |
| 3. Deposited into SBI Bank Rs. 1,20,000 | 2 |
| 4. Bought goods from Vijina Rs. 23,500 for credit | 2 |
| 5. Paid Telephone Bill Rs. 5,400 | 2 |
| 6. Prepaid Insurance Rs. 12,500 | 2 |
| 7. Sold goods to Josh for cash Rs. 12,000 | 2 |
| 8. Withdrew cash from office for personal use Rs. 15,000 | 2 |
| 9. Goods returned from Josh Rs. 5,000 | 2 |
| 10. Cash transferred from SBI Bank to Canara Bank. | 2 |