

ಸಂಖ್ಯೆ :

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

ತಂಡ : **H**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

**ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್**  
**ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ**  
**ಪ್ರಶ್ನೆಪತ್ರಿಕೆ**

ದಿನಾಂಕ : 13. 02. 2019 ]

[ ಗರಿಷ್ಠ ಅಂಕಗಳು : 100

ಸಮಯ : ಮಧ್ಯಾಹ್ನ 1-00 ರಿಂದ 3-00 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 passage with Font Face: "Arial" and Font size: 14.****PROGRAM**

A program is a sequence of instructions that tell a computer how to do a task. When a computer follows the instructions in a program, we say it *executes* the program. You can think of it like a recipe that tells you how to make a peanut butter sandwich. In this model, you are the computer, making a sandwich is the task, and the recipe is the program that tells you how to execute the task.

A computer will only do what you tell it to do. This might make programming frustrating at first, but it's relieving in a way: if you do everything right, you know exactly what the computer is going to do because you told it.

Of course computers don't understand recipes written on paper. Computers are machines and at the most basic level, they are a collection of switches — where 1 represents "on" and 0 represents "off". Everything that a computer does is implemented in this most basic of all numbering systems — *binary*. If you really wanted to tell a computer what to do directly, you'd have to talk to it in *binary*, giving it coded sequences of 1s and 0s that tell it which instructions to execute. However, this is nearly impossible. In practice, we use a *programming language*.

**Do the following:**

1. Type the passage as given. 10
2. Set the Paper size: A4 with Margins Left, Right, Top and Bottom: 0.75" . 2
3. Format Heading with Font Face: "Courier New," Font Size: 48, Font Colour: "Orange", Alignment: "Centre". 2
4. Create a 2 column text leaving heading with Gutter margin: 0.5" and add line between each column. 2
5. Highlight the text "1 represents 'on' and 0 represents 'off'" with "Yellow" colour. 1
6. Copy the first sentence to the end of the document. 1
7. Insert bullet style for the paragraphs. 1
8. Apply any Art Border of width 22 for the page and apply Page colour: "Light Yellow". 2
9. Insert a Banner shape, fill it with any light colour and add text "I love Programming". 2
10. Insert WordArt with Text "Programming Language" at the end of the document. 1
11. Correct spelling and grammatical mistakes in your document. 1

Q. No. 2.

25

**Prepare the following Table in Excel:**

KALAMA EST

Quarterly Salary Report April-June

Emp Id	Employee Name	Basic Salary	Sales	Commission	Quarterly Salary
EK001	Anitha	5000	32423		
EK002	Nirmala	6500	23423		
EK003	Prema	4545	54542		
EK004	Vasavi	4331	32423		
EK005	Savitha	5442	23423		
EK006	Lakshmi	4531	34231		
EK007	Santhosh	4354	32412		
EK008	Mahesh	5676	43543		
EK009	Amruth	5672	34523		
EK010	Naveen	3453	45322		
	Total				
	Average				
	Highest				
	Lowest				
	Today's Date				
	Current Time				

1. Enter the details as shown above. 10
2. Insert a column before Emp Id and name it as Sl No. and enter number 1, 2 using Autofill Option. 1
3. Find **Commission**. ( Hint: Commission = Sales \* 4%). 1
4. Find **Quarterly Salary** for all Employees.  
( Hint: Salary = Base Salary + Commission ) 1
5. Find Total, Average, Highest, Lowest values for Basic Salary. 4
6. Merge and centre the heading and subheading. 2
7. Rotate the column heading as shown above. 1
8. Insert today's date and current time using function/shortcut. 2
9. Insert two rows after EK007 and enter the following details : 2
  - a. EK101, Sannidhi., 1000,23235
  - b. EK091, Vijay, , 3750,14235
10. Format the table with borders and align properly. 1

Q. No. 3.

25

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

## INDIAN RAILWAYS

Largest rail network in Asia and the world's second largest under one management.

- Indian Railways are a multi-gauge, multi-traction system covering over one hundred thousand track kilometres;

**Slide 2 :**

- Carries nearly about 30 million passengers daily;
- Reaches to the remotest part of the country;
- The demand is increasing year after year.

**Slide 3 :**

## INCREASED URBAN TRIPS

80 million trips will need to be catered per day, whereas only 37 million trips are being provided by the available rail and bus mass transport facilities.

**Slide 4 :**

Many advanced technologies are made available to people in abroad, adopting those to meet the needs of people in India is far from reality.

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

Q. No. 4.

25

**Create a Company by name Inderjeeth.**

5

**Create the necessary Ledgers and journalize the following transactions:**

- |   |   |
|---|---|
| 1. Inderjeeth started business with Cash Rs. 6,25,000.  | 2 |
| 2. Took loan from Andhra Bank Rs. 2,50,000.             | 2 |
| 3. Purchased goods from Aarav Co. Rs. 80,000 on credit. | 2 |
| 4. Paid interest on Loan Rs. 2,800.                     | 2 |
| 5. Sold goods to Vignesh Rs. 45,000 for cash.           | 2 |
| 6. Paid into SBI Bank Rs. 25,000.                       | 2 |
| 7. Transferred Rs. 10,000 from SBI Bank to Andhra Bank. | 2 |
| 8. Goods returned by Vignesh Rs. 22,500.                | 2 |
| 9. Rent Payable Rs. 14,000.                             | 2 |
| 10. Paid TA to Vimal Rs. 5,400.                         | 2 |