

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

2020 ರ ಫೆಬ್ರವರಿ / ಮಾರ್ಚ್ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **I**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ
ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 03. 03. 2020]

[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.

12010

[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 Passage with Font Face: "Arial" and Font size: 14.** 10

Presentation

A Presentation is a method of delivering an idea or a message across to an audience. This can be done in different ways like plain reading, audio-visual films or interactive sessions and depends on what the situation demands. For example, a student is asked to make a presentation in class on the "Life of Mahatma Gandhi". This can be done in various ways like, preparing an essay on him and reading it out to the class, showing an audio-visual film to the class, talking on the topic with the help of pictures, charts and other visual aids followed by a question and answer session.

A presentation is a form of communication that can be used for a range of different things. They can include sharing information, promoting an idea or concept, selling a product or training staff. Normally a presentation will involve someone speaking to group of people on a particular subject. { The one who is making the presentation is called the speaker, and those listening to it are called the audience. Remember that presentation software is only a tool used to enhance your presentation. Basic elements of presentation are Contents, Delivery, Timing, Body language, Tools and Aids, Feedback.

Do the following:

1. Format Heading with Font Face: "Verdana", Colour: "Red", Size: 26 pt, Alignment: "Center". 2
2. Underline and highlight the word "Life of Mahatma Gandhi" 1
3. Apply "Dropcap" for the first paragraph and shade the dropped letter with 'Red' colour 2
4. Set the Page Size: "A4" with Margins Top: 1, Bottom:1, Left: 1.25", and Right: 0.7" and Orientation: "Landscape" 3
5. Check for "Spelling and Grammatical" mistakes 1
6. Apply any Border for first paragraph with "Light Blue" colour 1
7. Insert Footer: "Page Number" at the left side and your "Register Number" to the right side of the page. 2
8. Insert Today's (current) date and time in header of the document and align it to "Center" 2

9. Make separate paragraph from the mark { 1
Q. No. 2. 25

Prepare the following Table in Excel:

THE VIJAYA MANUFACTURING COMPANY RANIPET, GULBARGA

Profit and Loss a/c for the year ending 31-03-2017

Particulars	Amount	Particulars	Amount
To Stock 1-4-2016	85,750	By Sales	2,10,000
“ Manufacturing wages	21,000	“ Stock 31-3-2017	4,100
“ Purchases	3,000	“ Commission received	5,200
“ General Expenses	18,000	“ Interest on Bank deposit	2,050
“ Wages	28,500	“ Miscellaneous receipts	5,000
“ Preliminary Expenses	13,000	“ Dividend received	
“ Rates, taxes, Insurance	12,500		
“ Repairs & Renewals	3,000		
" Office Salaries	10,400		
" Net Profit	32,200		
Total		Total	

1. Enter the data as shown above 10
2. Increase the Row height to 38 and width of Amount Column to 10 1
3. Display the value of Amount Column with thousand Separators with decimal places (Ex: 85750 as 85,750.00) 1
4. Right align "Total" and calculate the total for the Amount Columns 2
5. Insert amount for Dividend received Rs.: "1000" after Miscellaneous receipts 1
6. Set the Paper size : "A4" and Margins: 1.5" for all sides (Left, Right, Top, Bottom) and Orientation: "Landscape" 3
7. Insert a comment for "General expenses" as "Office expenses". Rotate all Column headings by 75 degree 2
8. Apply borders, Centre the headings and auto format your table 3
9. Find text "a/c" and replace it with "Account" 1

10. Delete the text "taxes, insurance" 1

Q. No. 3. 25

Design an attractive presentation using the following data :

Slide 1 :

PETTY CASH BOOK

Important Points

- ✦ Meaning of Petty Cash Book
- ✦ Nature and features of Petty Cash Book
- ✦ Similarities between Cash Book and Petty Cash Book

Slide 2 :

Meaning of Petty Cash Book

A petty Cash Book is Subsidiary Cash Book, which is used for re-recording petty payments.

Slide 3 :

Nature and Features of Petty Cash Book :

- ❖ It is maintained for recording petty payments.
- ❖ It is a Subsidiary Cash Book.
- ❖ It is a part of Double entry system.

Slide 4 :

Similarities between cash book and petty cash book:

- ❖ Both are subsidiary books.
- ❖ Only cash transaction can be recorded.
- ❖ Both are recorded according to the double entry system.

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

Q. No. 4. 25

Create a Company by name Kundan. 5

Create the necessary Ledgers and journalize the following transactions:

1. Kundan started business with cash Rs. 1,75,000 2
2. Cash paid into Canara Bank with Rs. 2,000 2
3. Sold goods for cash Rs. 19,063 to Mr. Kiran 2
4. Purchased goods for cash Rs. 1,400 2
5. Allowed Discount Rs. 5,980 2
6. Purchased goods from Kaviraj on credit Rs. 10,000 2
7. Purchased Motor Vehicle for Rs. 6,500. 2
8. Received Dividend on shares of Reliance Co., Rs. 1,234 2
9. Depreciate Motor Vehicle by Rs. 5,600 2
10. Cash withdrawn from business for his daughter's marriage Rs. 4,000. 2

