

ಸಂಖ್ಯೆ :

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

ತಂಡ : **I**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್
ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ
ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 13. 02. 2019]

[ಗರಿಷ್ಠ ಅಂಕಗಳು : 100

ಸಮಯ : ಮಧ್ಯಾಹ್ನ 3-30 ರಿಂದ ಸಂಜೆ 5-30 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.

PROCEEDINGS OF THE GOVERNMENT OF KARNATAKA

Sub: Dearness Allowance to Teaching staff, Librarians and Physical Education personnel on UGC/AICTE/ICAR scales of Pay- Revision of rates.

Read:

G. O. No. FD45 SRP 2007, dated: 16-10-2007

ORDER NO. FD 7 SRP 2008, BANGALORE DATED 24 JANUARY 2008.

The Government are pleased to sanction increase in the rates of Dearness Allowance to Teaching Staff, Librarians and Physical Education Personnel on UGC\AICTE\CAR scales of pay from the existing 91% to 97% of the basic pay with effect from 1st April 2008.

1. The increase in Dearness Allowance admissible under this order is payable in cash until further orders.
2. For the purpose of this order, the term 'Basic Pay' means, the pay drawn by a Government employee in 1996 revised UGC\AICTE\ICAR scales of pay applicable to the post held by him.
3. Basic Pay shall not include any other emoluments.
4. The Payment on account of Dearness Allowance involving fractions of 50 paise and above shall be rounded to the next rupee and fractions less than 50 paise shall be ignored.
5. The Dearness Allowance will be shown as distinct element of remuneration and will not be treated as pay for any purpose.

By order and in the name of the

President of India,

SUNDARA RAJA GUPTHA

Deputy Secretary to Government

Finance Department (Services-2)

Do the following:

1. Type the given letter. 10
2. Set Paper Size: A4, with margin Left and Right: 1.5", Top and Bottom: 2". 2

3. Format Heading (Proceedings...) with Font face: "Algerian", Size: 18, Colour: "Pink" and Align: "Centre". 2
 4. Format Sub, Read with "Bold" and "Italic". 1
 5. Centre the text "G.O. No..... January 2008" and make it bold. 1
 6. Highlight the Heading line with Colour: "Bright Green". 1
 7. Replace Paragraph Number format with bullets. 1
 8. Right Align the Complimentary closing properly. 1
 9. Replace the word "President of India" with "Governor of Karnataka". 1
 10. Add Header: "Your Register No" and Footer: "Proceeding by GOK". 2
 11. Justify the Paragraphs and set Line Spacing: 2 2
 12. Do Spell and Grammar check. 1
- Q. No. 2. 25

Prepare the following Table in Excel:

ADARSHA WELFARE SOCIETY
3rd Main 9th Cross, Vijayanagar.

Receipts and Payments Account for the year ended 31st March 2018

Receipts	Amount (Rs.)	Payments	Amount (Rs.)
By Admission Fee	45000	To Subscription	35000
" Application	6900	" Tax paid	9900
" Membership Fee	16500	" Postage and Telephone	18600
" Patronship	15000	" Advertisement	35500
" Donation	50000	" Meeting Expenses	24500
" Interest	3500	" Printing and Stationery	9260
" Advances	14000	" General Body Expenses	48000
" Cash at Bank	55000	" Application Fees	25140
Total		Total	

1. Enter the given details. 10
2. Increase the Row height to 40 and column width of Amount to 14. 2
3. Insert one row after "Cash at Bank" and type "Cash on hand" in the Receipts column and 4390 in Amount column. 2
4. Right Align "Total" and calculate the Total of the Amount column. 2
5. Display the value of Amount Column with thousand separator & decimal places (Ex. 1500 as 1,500.00). 2
6. Insert Header: "Your Register No." 1
7. Find the text "Advertisement" and replace it with "Investment". 1
8. Align the Heading & Sub-heading to the centre of the table. 2
9. Rename the Sheet as "2018-19" and give Sheet Tab colour: "Green". 2
10. Protect the sheet with password: 1234. 1

Q. No. 3.

25

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

The Ganga is a major Indian river flowing through the plains of Northern India into Bangladesh. It is 2510 km long.

Slide 2 :

The Ganga originates in the Himalayas after the confluence of six rivers. The streams are fed by the melting snow and ice from the glaciers.

Slide 3 :

The Ganga is mentioned in the Rig-Veda, the earliest Hindu scriptures. The Ganga is worshipped by the Hindus and personified as a Goddess.

Slide 4 :

Hindu belief holds that bathing in the River causes forgiveness of sins and helps attain salvation. The two main dams at Haridwar and Farakka are sources of Power generation.

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

Q. No. 4.

25

Create a Company by name Lavanya.

5

Create the necessary Ledgers and journalize the following transactions:

- | | |
|---|---|
| 1. Lavanya commenced business with cash Rs. 7,65,000. | 2 |
| 2. Paid Telephone Bill Rs. 6,270. | 2 |
| 3. Received Commission from Jayaram Rs. 6,000. | 2 |
| 4. Sold goods to Naresh for cash Rs. 32,000. | 2 |
| 5. Withdrew cash from office for personal use Rs. 12,000. | 2 |
| 6. Bought goods from Amala on credit Rs. 70,000. | 2 |
| 7. Paid into Karur Bank Rs. 20,000. | 2 |
| 8. Goods Returned to Amala Rs. 12,000. | 2 |
| 9. Outstanding Rent Rs. 22,000. | 2 |
| 10. Purchased Furniture for cash Rs. 2,00,000. | 2 |