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, 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: 12.   10

Vidhana Soudha

The general appearance of the Vidhan Soudha with its skillful blending of ancient and modern architectural styles, is both massive and striking. The twelve forty-foot columns in front of the Assembly Hall provided an imposing background for the Central dome and six smaller ones. The Central dome, supported by eight pillars is sixty feet in diameter and provides the roof over the State Banquet Hall.

Everyone knows that the Vidhana Soudha houses the State Secretariat and Legislature, and that it was the brainchild of the Late Sri Kengal Hanumanthaiya, who was Chief Minister of the then Mysore from 1951 to 1956.

The sprawling building and its surroundings occupy 60 acres. This secular edifice, showing features of British, Dravidian and Indo-Islamic architecture, Sri Hanumanthaiya wanted "Vidhana Soudha" to symbolise the legislative sovereignty of the people like the capital in Washington or The House of Commons in London. The then Prime Minister Sri Pandit Jawaharlal Nehru laid the foundation on 13th July 1951. It was completed in the year 1956 as a result of relentless work of thousands of workers with an expenditure of Rs. 1.84 crores.

The Vidhana Soudha is built largely with "Bangalore granite", excavated from the areas around Mallasandra and Hessaraghatta. For visual effect and relief, "Magadi pink" and "Turuvekere black" stones have also been used.

Do the following:

1. Insert current Date and Time at the beginning of document and align it to right   2

2. Format heading with Font Face: "Arial Rounded MT Black, "Colour: "Red", Size: 28 pt, Alignment: centre"   2

3. Highlight the text "Sri Kengal Hanumanthaiya" with Colour: "Yellow" and Double Underline.   2

4. Set Page Size: "Legal" with Margin: 0·7$^{\prime\prime}$ on all the sides.   2

5. Insert the text "Vidhana Soudha" as Water Mark   1

6. Find the word "Vidhana Soudha" and replace with "Suvarna Soudha"   2

7. Insert Word Art with text "SUVARNA SOUDHA" at the end of the page.   2

8. Do Spell and Grammar check   1

9. Insert Header "Vidhana Soudha"   1

Q. No. 2.   25

Prepare the following details in Excel:
VIVEKANANDA INSTITUTE OF EDUCATION
Salary List for the month of July 2016

1. Sl. Nos. 1 to 10

2. Name of the Employee: Type names as desired by you

3. Designation: Secretary, Administrator, Principal, Vice-Principal, HOD, Professor, Lecturer, Lab Assistant, Attender, Peon

4. Enter Basic Salaries as : 45,000, 40,000, 38,000, 30,000, 23,000, 20,000, 18,000, 16,000, 12,000, 10,000 respectively   10

5. Calculate : HRA (25% of the Basic)   5

    DA (18% of the Basic)

    TA(15% of the Basic)

    ESI(10% of the Basic)

    PF(12% of the Basic)

6. Calculate Gross Salary, Deduction and Net Salary   3

7. Auto format the Table with borders and with proper alignments   3

8. Set Page size : "A4" with Left & Right Margin: 0.5$^{\prime\prime}$ and Top & Bottom : 1$^{\prime\prime}$ 2

9. Using Conditional Formatting, highlight the Net Salary between 30,000 to 40,000 with Colour: 'Dark Green'.   2

12011   [Turn over

Q. No. 3. 25

Design an attractive presentation using the following data :

Slide 1 :

Goods and Service tax (GST)

GST is a Canadian tax on goods and service for domestic consumption

Slide 2 :

Types of GST

- ➢ Central goods and service
- ➢ State goods and service
- ➢ Integrated goods and service.

Slide 3 :

Advantages and Disadvantages of GST

Advantages	Disadvantages
➢ Product identification	➢ Increase in operating costs
➢ One tax	➢ Change in business software
➢ Decrease in price of product	➢ Problem faced by e-commerce

Slide 4 :

Conclusion

The GST bill implementation has several benefits to the manufacturing sector, service sector and the consumer but manufacturing sectors are more beneficiary than the other two.

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

Q. No. 4. 25

Create a Company by name Aqua Company. 5

Create the necessary Ledgers and journalize the following transactions:

1. Owner commenced a business with cash Rs. 70,000 2
2. He deposited Rs. 15,000 in Axis Bank 2
3. Sold goods to Mr. Varun Rs. 35,000 2
4. Outstanding Salary Rs. 6,200 2
5. Withdrew cash for his personal use from business Rs. 7,500 2
6. Purchased goods from Sneha Rs. 15,000 on credit 2
7. Paid for Petrol Expense Rs. 4,800 2
8. Received Interest by Cheque Rs. 5,300 2
9. Goods returned to Sneha Rs. 2,000 2
10. Withdrew cash from bank Rs. 38,000 2