

ಸಂಖ್ಯೆ :

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

ತಂಡ : **A**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್
ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ
ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 11. 02. 2019]

[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.

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: Times New Roman, Size : 12 and Line Spacing : 1.5 :

NAVA KARNATAKA MARKETING LIMITED

No.NKML/25-2016

No. 100, Sagar Rod,
 Shimoga,
 6th November 2016.

To

Sir,

Sub: Latest Catalogue and Price List.

We acknowledge the receipt of your enquiry regarding our various new products and thank you for the same. As preferred by you, we are enclosing herewith a copy of our latest catalogue and price list which gives you all the details. These goods have been in the market for over three months now and the initial response from the trade and the customers are encouraging.

These goods have been priced at lowest without any compromise on quality. We are sure, you would find them highly competitive and they are the best when compared with similar products available in the market. The price mentioned does not include extra charges. Freight and insurance will have to be borne by you. If the transactions are made on cash, you will get a discount of five percent.

Since limited stocks are there, we advise you to place orders immediately to avoid any disappointment. We look forward to receive your full co-operation and patronage at all times. We remain,

Thanking you,

Yours faithfully,

For Nava Karnataka Marketing Limited,

Proprietor.

Encl: Catalogue and Price List.

- | | |
|--|----|
| 1. Type the letter as given. | 10 |
| 2. Set Paper size : A4 and correct spelling and grammatical mistakes. | 2 |
| 3. Format the Heading (Name of the Company) with Font Face: Algerian, Font Size: 22, Font Colour: Red and Bold it. | 2 |
| 4. Right align From address and Date line properly. | 1 |
| 5. Subject Line to be aligned: Centre and italicize it. | 1 |
| 6. Justify the paragraphs and move First Line indent by: 0.5 " . | 2 |
| 7. Capitalize the Highlighted Text in Complimentary closing and align properly. | 2 |

(Yours faithfully Proprietor)

8. Mail merge the letter to the following addresses : 5
 Select field name [First name, Company name, Address line1, City]
 (Rename First Name as Designation)
1. The Manager, Kaveri Traders, Sahyadri Road, Bhadravathi.
 2. The Proprietor, Sindhu Enterprises, Fort Road, Chitradurga.
 3. The Marketing Executive, Narmada Home Needs, BH Road, Arsikere.

Q. No. 2: 25

Prepare the Table in Excel and do the following :

1. Enter the given details. 10
2. Insert current date using function. 1
3. Insert a Column after Rate column with heading "Amount" and calculate the Amount to be paid for each item. 2
4. Rename the sheet as "NISHA TUPPERWARES". 1
5. Calculate Total, Discount, GST and Grand Total. 3
6. Replace the word "Bottle" with "Container" in all occurrences. 2
7. Set Paper size : A4, Margins: Top and Bottom: 1.5", left and right : 1". 2
8. Apply borders, Centre the headings and format your table. 3
9. Protect the sheet with password 5566. 1

NISHA TUPPERWARES

Belgaum

INVOICE

No: 525

Date :

Messrs. Rohan Health Products,
 GanpathGalli,
 Belgaum

Sl.No.	Particulars	Quantity (Nos.)	Rate
1	Water Bottle 500 ML	5	900
2	Flip Flop Water Bottle 1000 ML	6	325
3	Jumbo Tumbler set	6	380
4	Mini Bowl Set	4	410
5	Round Sandwich Keeper	5	820
6	Baby Feeding Bowl	8	380
7	Light weight Grater	12	45
8	Lunch Box	15	680
9	Combo Set Lunch Box	8	1087
10	Plastic Container 1 kg	22	423
	Total		
	Discount 20%		
	Packing & forwarding Charges		600
	GST @ 5%		
	Grand Total		

Q. No. 3

25

Design an attractive presentation using the following data :

Slide 1 :

BIOLOGICAL FARMING

Principle of Ecology

Organic Agriculture should be based on living ecological systems and cycles, work with them, emulate them and help sustain them.

Slide 2 :

This principle roots organic agriculture within living ecological systems.

It states that production is to be based on ecological processes, and recycling.

Slide 3 :

Inputs should be reduced by reuse, recycling and efficient management of materials and energy in order to maintain and improve environmental quality and conserve resources.

Slide 4 :

Ecological balance

Organic agriculture should attain ecological balance through the design of farming systems, establishment of habitats and maintenance of genetic and agricultural diversity.

Apply Custom Animation, Slide Transition and Set the Timings for the slides :

Q. No. 4

25

Create a Company by name Prakash.

5

Create the necessary Ledgers and journalize the following transactions :

- | | |
|---|---|
| 1. Prakash commenced business with cash Rs. 8,20,000. | 2 |
| 2. Sold furniture to Vikas Electronics Rs. 35,000 for cash. | 2 |
| 3. Received Commission Rs. 18,000. | 2 |
| 4. Sold Goods to Viranth Rs. 14,500. | 2 |
| 5. Paid Current Bill Rs. 12,000 by cheque. | 2 |
| 6. Insurance Payable Rs. 15,000. | 2 |
| 7. Deposited into Corporation Bank Rs. 10,000. | 2 |
| 8. Bought goods from Arihanth Appliances Rs. 43,000. | 2 |
| 9. Depreciation on Furniture 10%. | 2 |
| 10. Goods returned to Arihanth Appliances Rs. 20,000. | 2 |