

ಕರ್ನಾಟಕ ಶಾಲಾ ಪರೀಕ್ಷೆ ಮತ್ತು ಮೌಲ್ಯನಿರ್ಣಯ ಮಂಡಳಿ, ಮಲ್ಲೇಶ್ವರಂ, ಬೆಂಗಳೂರು - 560003  
KARNATAKA SCHOOL EXAMINATION AND ASSESSMENT BOARD, MALLESHWARAM, BENGALURU - 560003

ಗಣಕಯಂತ್ರ ಶಿಕ್ಷಣ ಪರೀಕ್ಷೆ - ಫೆಬ್ರವರಿ - 2025  
COMPUTER EDUCATION EXAMINATION FEBRUARY - 2025

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|---|--|
| ವಿಷಯ : ಆಫೀಸ್ ಅಟೋಮೇಷನ್ (ಥಿಯರಿ)<br>Subject : Office Automation (Theory) | ವಿಷಯ ಸಂಕೇತ : 41 X<br>Subject Code : 41 X |
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ಉತ್ತರ ಪತ್ರಿಕೆ  
Answer Booklet

**COMPUTER EXAMINATION**  
**OFFICE AUTOMATION**  
**THEORY**

**I. Choose the correct option and write the correct option alphabet in the box given.**

**20 x 1 = 20**

**1. \_\_\_\_\_ is an example for storage device.**

A. Keyboard

B. Plotter

C. MICR

D. Flash drive

**D**

**2. Instruction given to the Computer to carry out task is called \_\_\_\_\_**

A. Hardware

B. Program

C. IC

D. CPU

**B**

**3. \_\_\_\_\_ is the shortcut key for italic**

A. I

B. Ctrl+I

C. Ctrl+Sh+I

D. Alt+Sh+I

**B**

**4. The default page in MS Word 2007 is \_\_\_\_\_**

A. Letter

B. A4

C. Legal

D. A5

**A**

A

B

A

C

A

# C

11. Powerpoint 2007 provides \_\_\_\_\_ standard layouts.

**B**

A. 6

B. 9

C. 5

D. 4

12. \_\_\_\_\_ is not a slide layout.

**D**

A. Title slide

B. Content with caption

C. Comparison

D. Subtitle slide

13. FTP stands for \_\_\_\_\_

**B**

A. Fringe type protocol

B. File Transfer Protocol

C. Firewall type protocol

D. All

14. \_\_\_\_\_ device converts analog signal to digital signal.

**A**

A. Modem

B. Antena

C. Switch

D. ISP

15. G mail provides a storage space of \_\_\_\_\_ to the users.

**C**

A. 5GB

B. 25GB

C. 15GB

D. 50GB

16. Nudi supports \_\_\_\_\_

D

A. ಏಕಭಾಷೆ

B. ದ್ವಿ ಭಾಷೆ

C. ಯೂನಿಕೋಡ್

D. ಎಲ್ಲವೂ

17. VAT included in \_\_\_\_\_ version of Tally.

A

A. Tally 7.2

B. Tally 5.4

C. Tally 6.3

D. Tally 4.5

18. The shortcut key for Journal voucher is \_\_\_\_\_

C

A. F5

B. F6

C. F7

D. F8

19. The earnings of a business through its activities and operation is \_\_\_\_\_

A

A. Revenue

B. Capital

C. Creditor

D. Stock

20. Which type of voucher is used to deposit Rs. 1000 to HDFC bank.

C

A. Journal

B. Payment

C. Contra

D. Receipt

## II A) Fill in the blanks with suitable words.

[10 x 2 = 20]

21. The expansion of GUI is **Graphical User Interface** and the expansion of CUI is **Character User Interface**.

22. The 2 types of software are **system** and **Application/Utility**.

23. The default view in MS Word 2007 is **Print layout** and the default font in Word 2007 is **Calibri**.

24. The width and height of A4 sheet is **8.27** and **11.69**.

25. Shortcut key for selecting a row is **Shift + Space bar** and  
Shortcut key for selecting a column is **Ctrl + Space bar**.

26. In cell address D 20, D is column and 20 is row.
27. Ctrl + M is the shortcut key to insert new slide. Function key to view show is F5
28. A Web page is written in HTML document and expansion of WWW is World wide Web
29. The key combination for ಶ್ರೀ is SfrI and rAm stands for ರಾಮ in Nudi.
30. Tally silver is for Single user, Tally Gold is for Multi user.

B) Fill in the blanks by choosing suitable answers given below in the table.

[10 x 2 = 20]

|                  |                    |                    |                  |
|------------------|--------------------|--------------------|------------------|
| <b>500</b>       | <b>Demodulator</b> | <b>10</b>          | <b>AND</b>       |
| <b>Book1</b>     | <b>output</b>      | <b>landscape</b>   | <b>Grid</b>      |
| <b>input</b>     | <b>Portrait</b>    | <b>OR</b>          | <b>Vertical</b>  |
| <b>Financial</b> | <b>Notepad</b>     | <b>Horizontal</b>  | <b>rsfte</b>     |
| <b>Wordpad</b>   | <b>Management</b>  | <b>Scroll Lock</b> | <b>Modulator</b> |

31. **input** \_\_\_\_\_ unit are used to insert data and

**output** \_\_\_\_\_ unit are used to display the result.

32. **Notepad** \_\_\_\_\_ and **Wordpad** \_\_\_\_\_

are the inbuilt text editors in Windows.

33. The minimum zoom size is **10** \_\_\_\_\_ and maximum  
zoom size is **500** \_\_\_\_\_ in Word 2007.

34. The 2 types of scroll bars are **Horizontal** \_\_\_\_\_ and  
**Vertical** \_\_\_\_\_



35. The 2 logical operators are And and  
OR

36. The default work book name is Book1 and each  
 cell is surrounded by Grid line in Excel 2007.

37. The two types of slide orientations are Portrait and  
Landscape

38. MODEM means Modulator and Demodulator

39. The key used to activate Nudi is Scroll Lock in MS Word.  
 Key combination for ཐཱེ is rsfte

40. The two branches of accounts are Financial and  
Management

**III Write 'TRUE' or 'FALSE' in the box provided.****Don't write "T" for True or '✓' and 'F' for False or 'X' symbols :****[10 x 1 = 10]**

41. CPU is called as Brain of Computer.

**True**

42. Notepad is an example for text editor.

**True**

43. Function key for Change case is Ctrl+3.

**False**

44. We can insert decorative text in our document in MS Word 2007.

**True**

45. Excel 2007 provides 15 different types of charts.

**False**

46. Every formula in Excel 2007 should start with = symbol.

**True**

47. We can record and save the slide timings in powerpoint 2007.

**True**

48. Paid rent comes under indirect income.

**False**

49. Internet is a network of networks.

**True**

50. Key combinations for જાનની is jnni.

**True**

**IV Fill the appropriate words for the following.**

**[5 x 5 = 25]**

**51. The 5 types of column charts in MS Excel 2007 are**

**[5 x 1 = 5]**

a. **2D**  
\_\_\_\_\_

b. **3D**  
\_\_\_\_\_

c. **Cylinder**  
\_\_\_\_\_

d. **Cone**  
\_\_\_\_\_

e. **Yramid**  
\_\_\_\_\_

52. The different options to insert Columns in word 2007 are [5 x 1 = 5]

- a. One
- b. Two
- c. Three
- d. Left
- e. Right

53. Write the expansion for the following. [5 x 1 = 5]

- a. FTP : File Tranfer Protocol
- b. HTTP : Hyper Text Transfer Protocol
- c. URL : Uniform Resource Locator
- d. DNS : Domain Name Server
- e. WAN : Wide Area Network

54. ಕೆಳಕಂಡ ಕೀಲಿ ಸಂಯೋಜನೆಗಳಿಗೆ (Key Combinations) ಕನ್ನಡದ ಪದಗಳನ್ನು ಬರೆಯಿರಿ. [5 x 1 = 5]

- a. cMdfri \_\_\_\_\_ ಚಂದ್ರ
- b. BUmi \_\_\_\_\_ ಭೂಮಿ
- c. Ags \_\_\_\_\_ ಆಗಸ
- d. vRtf ti \_\_\_\_\_ ವೃತ್ತಿ
- e. SikfxN \_\_\_\_\_ ಶಿಕ್ಷಣ

55. Write shortcut key for the following.

[5 x 1 = 5]

- a. Debit Note voucher \_\_\_\_\_ Ctrl + F9
- b. Contra voucher \_\_\_\_\_ F4
- c. Purchase voucher \_\_\_\_\_ F9
- d. Receipt Voucher \_\_\_\_\_ F6
- e. Sales Voucher \_\_\_\_\_ F8

V 56. Match column 'A' with column 'B' and write the alphabet in the given box. [5 x 1 = 5]

| A                | B             | Answers          |
|------------------|---------------|------------------|
| 1. Laser printer | A. Powerpoint | 1 <span>E</span> |
| 2. Animation     | B. Network    | 2 <span>A</span> |
| 3. WAN           | C. MS Word    | 3 <span>B</span> |
| 4. Mailings      | D. Excel      | 4 <span>C</span> |
| 5. Spread sheet  | E. Non impact | 5 <span>D</span> |