ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

2019ರ ಜನವರಿ / ಫೆಬ್ರುವರಿ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

A

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 X**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಲಿಖಿತ ಪರೀಕ್ಷೆ

ಪ್ರಶ್ನೋತ್ತರ ಪತ್ರಿಕೆ

ದಿನಾಂಕ : 30. 01. 2019]

[ಗರಿಷ್ಠ ಅಂಕಗಳು : 100

ಸಮಯ : ಬೆಳಿಗ್ಗೆ 10-30 ರಿಂದ ಮಧ್ಯಾಹ್ನ 11-30 ರವರೆಗೆ]

ನೋಂದಣಿ ಸಂಖ್ಯೆ :

_____

ಪರೀಕ್ಷೆಯ ಕೊಠಡಿಯ ಮೇಲ್ವಿಚಾರಕರ ರುಜು ಮತ್ತು ದಿನಾಂಕ

ಅಭ್ಯರ್ಥಿಗಳಿಗೆ ಸೂಚನೆ :

1. ಉತ್ತರ ಬರೆಯಲು ಪ್ರಾರಂಭಿಸುವ ಮುಂಚೆ ನೋಂದಣಿ ಸಂಖ್ಯೆ ಮತ್ತಿತರ ವಿವರಗಳನ್ನು ಮುಖಪುಟದ ಮೇಲೆ ಅವುಗಳಿಗೋಸ್ಕರ ಇರುವ ಸ್ಥಳದಲ್ಲಿ ಬರೆಯಿರಿ. ಅಂಕಗಳನ್ನು ಬರೆಯುವುದಕ್ಕೆ ಬಿಟ್ಟಿರುವ ಸ್ಥಳದಲ್ಲಿ ಏನನ್ನೂ ಬರೆಯಬಾರದು.

2. ಉತ್ತರ ಪತ್ರಿಕೆಯ ಯಾವುದೇ ಭಾಗದಲ್ಲಿ ನಿಮ್ಮ ಹೆಸರನ್ನು ಬರೆಯಬಾರದು. ಹಾಗೆ ಬರೆದಲ್ಲಿ ಪರೀಕ್ಷೆಯಿಂದ ಡಿಬಾರ್ ಮಾಡಲಾಗುವುದು.

3. ನೀವು ಉತ್ತರಿಸುವ ಉತ್ತರ ಪತ್ರಿಕೆಯ ಸಂಕೇತ (ಎ, ಬಿ, ಸಿ, ಡಿ) ವನ್ನು ಪರಿಶೀಲಿಸಿಕೊಳ್ಳುವುದು.

4. ಉತ್ತರ ಪತ್ರಿಕೆಯೊಂದಿಗೆ ಯಾವುದೇ ಇತರೆ ಕಾಗದಗಳನ್ನು ಲಗತ್ತಿಸಬಾರದು.

5. ಹೆಚ್ಚಿನ ವಿವರಗಳಿಗೆ ನಿಮ್ಮ ಪ್ರವೇಶ ಪತ್ರದಲ್ಲಿ ಮುದ್ರಿತವಾಗಿರು ಸೂಚನೆಗಳನ್ನು ಓದಿ.

	ಪ್ರಶ್ನೆಯ ಸಂಖ್ಯೆ	ಅಂಕಗಳು
	I	
	II	
	III	
	IV	
(ಒಟ್ಟು ಅಂಕಗಳು ಅಕ್ಷರಗಳಲ್ಲಿ)	V	
	ಒಟ್ಟು	

ಪರೀಕ್ಷಕರ ರುಜು

ಸಂಕೇತ :

[Turn over

COMPUTER EXAMINATIONS – JANUARY/FEBRUARY, 2019
OFFICE AUTOMATION
(THEORY)

Time : 1 hour]   [Max. Marks : 100

Instructions :   i)   Write your Register Number properly.
               ii)   Do not tag extra sheet with this Booklet.
              iii)   Use ***Blue / Black*** ball point pen only.

I.   Choose the correct answer :   20 × 1 = 20

1.   The speed of transmission of data using Modem is measured in

     (A)   Binary per second   (B)   Bits per second

     (C)   Binary phone services   (D)   Bits per signal

2.   To move the text, first we use .... command and then Paste command.

     (A)   Cut   (B)   Copy

     (C)   Move   (D)   Drag

3.   .... command is used to check the status of the disk.

     (A)   DISKCMP   (B)   CHKDSK

     (C)   SCANDISK   (D)   both (B) and (C)

4.   Double click in the selection bar selects a

     (A)   Word   (B)   Sentence

     (C)   Line   (D)   Paragraph

5.   .... displays the name of application and filename.

     (A)   Menu bar   (B)   Title bar

     (C)   Status bar   (D)   Tool bar

6.   The default font in Word 2003 is

     (A)   Calibri   (B)   Arial

     (C)   Times New Roman   (D)   Algerian

7.   .... button totals a range of values.

     (A)   Add   (B)   Sum

     (C)   Autosum   (D)   Total

8.   The shortcut key for Spelling and Grammar is

     (A)   Ctrl + S   (B)   F7

     (C)   Shift + S   (D)   Shift F7

9. To copy the selected cells, using Drag and Drop option press .... key.

   (A) Ctrl   (B) Shift
   (C) Alt   (D) Enter

10. The file created in Excel is called

    (A) Worksheet   (B) Workbook
    (C) Table   (D) Database

11. Powerpoint is used for creating

    (A) Presentation   (B) Reports
    (C) Worksheet   (D) Documents

12. .... displays the address of active cell.

    (A) Status bar   (B) Name box
    (C) Tool bar   (D) Scroll bar

13. .... Master in Powerpoint controls all slides except Title slide.

    (A) Notes   (B) Handouts
    (C) Title   (D) Slide

14. .... key is used to uniquely identify a record in a table.

    (A) Relational   (B) Unique
    (C) Primary   (D) Foreign

15. The shortcut for Slide Show is

    (A) F5   (B) F7
    (C) F6   (D) F9

16. To delete a slide, use .... option.

    (A) Erase   (B) Delete slide
    (C) Remove   (D) Clear

17. .... accounting relates to Assets.

    (A) Personal   (B) Nominal
    (C) Management   (D) Real

18. There are .... numbers of predefined vouchers.

    (A) 18   (B) 13
    (C) 28   (D) 15

19. .... voucher will have no effect in the books of accounts until the date reaches.

    (A) Reversing   (B) Memo
    (C) Optional   (D) Post dated

20. The shortcut key for selecting company is

    (A) Alt F11   (B) F1
    (C) Alt F1   (D) F11

201   [Turn over

II. Fill in the blanks :   20 × 2 = 40

1. The two types of software which load at the startup are .... and ....

2. The shortcut keys for Undo command is .... and for Redo is ....

3. The default page orientation for presentation is .... and the default view is ....

4. .... and .... are the 2 types of scrollbar.

5. Excel is a .... program and the extension of Excel template is ....

6. .... statement contains various ledger balances and .... statement is used to know the financial position of the company.

7. .... and .... view helps us to add notes for the slides.

8. The two types of sorting are .... and ....

9. By default, paragraphs are .... line spaced and .... aligned.

10. .... option is used to set timings for the slides and .... option is to set the effect for entry and exit of slide content.

11. Intersection of .... and .... is called as cell.

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12. .... voucher is used to enter the transactions related to Sales Returns and .... voucher is used to enter Purchase Returns.

13. The shortcut for displaying current date is .... and for time is ....

14. The shortcut key for Bold is .... and for Italic is ....

15. Two options where you can add page numbers are .... and ....

16. In DOS, filename can be up to .... number of characters and extension name can be up to .... number of characters.

17. Mail Merge involves merging of .... and ....

18. .... icon gives view of the devices connected to the computer and .... icon facilitates browsing of LAN.

19. Light pen is a .... device and floppy is a .... device.

20. VAT is expanded as .... and TDS is expanded as ....

III.   Write whether the statements are "*True*" or "*False*". Do not write '*T*' or '✔' for True and '*F*' or '✗' for False :   10 × 1 = 10

     1.   Machinery comes under Indirect Income.   ....

     2.   You cannot Rename a sheet in Excel.   ....

     3.   The physical structure of the computer is called software.   ....

     4.   Ctrl + N is the shortcut key for calculator in Tally.   ....

     5.   Notepad is a Text Editor.   ....

     6.   The footnote text appears at the bottom of every page of a document.   ....

     7.   By default, Grid lines will not be printed in Excel.   ....

     8.   Slide sorter view helps to display all the slides at the same time.   ....

     9.   Ctrl +] is used to increase font size by one point.   ....

     10.   The extension of Access file is Acs.   ....

IV.   Fill the appropriate answers for the following :   5 × 5 = 25

     1.   a)   The physical components of computer are called ....

         b)   The 4 important parts / units of computer are

            i)   .... unit

            ii)   .... unit

            iii)   .... unit

            iv)   .... unit.

2. Write the shortcuts for the following :

    a) Features   ....

    b) Configure   ....

    c) Payment Voucher   ....

    d) Shut Company   ....

    e) Contra Voucher   ....

3. List the components of an Application Window :

    a) ....

    b) ....

    c) ....

    d) ....

    e) ....

4. a) .... option gives the meaning of a word.

    b) .... option helps you to add decorative text
        in your document.

    c) .... option helps us to enter Text/Graphics
        at the top of each and every page.

    d) .... option is used to check for mistakes.

    e) .... option is used to convert the letters to
        upper case.

5. In Excel 2003, there are

    a) .... number of rows

    b) .... number of columns

    c) .... number of default sheets

    d) .... number of alignments

    e) .... number of orientations.

201   [Turn over

V.   Match the following :   5 × 1 = 5

	A		*B*	*Answers* :
1.	= TODAY ( )	(A)	Paper size	1. ☐
2.	A4	(B)	Alignment	2. ☐
3.	Portrait	(C)	Function	3. ☐
4.	Soft	(D)	Orientation	4. ☐
5.	Justify	(E)	Page break	5. ☐