

ಕರ್ನಾಟಕ ಶಾಲಾ ಪರೀಕ್ಷೆ ಮತ್ತು ಮೌಲ್ಯನಿರ್ಣಯ ಮಂಡಳಿ, ಮಲ್ಲೇಶ್ವರಂ, ಬೆಂಗಳೂರು - 560003
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ಗಣಕಯಂತ್ರ ಶಿಕ್ಷಣ ಪರೀಕ್ಷೆ - ಜುಲೈ - 2025
COMPUTER EDUCATION EXAMINATION JULY - 2025

ವಿಷಯ : ಆಫೀಸ್ ಅಟೋಮೇಷನ್ (ಥಿಯರಿ) Subject : Office Automation (Theory)	ವಿಷಯ ಸಂಕೇತ : 41 X 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 not a hardware.

A

A. MS- Word

B. Hard disk

C. Pen drive

D. Scanner

2. _____ is the built-in web browser in Windows 7

C

A. Google Chrome

B. Opera

C. Internet Explorer

D. Mozilla

3. The expansion of GUI is _____

B

A. Graphical User Interaction

B. Graphical User Interface

C. Graphical Used Interpolation

D. Grate User Interchange

4. _____ is an example for simple button.

C

A. Font Size

B. Font face

C. Bold

D. Sort and Filter

16. **www.youtube .com is an example for _____**

D

- A. Book tickets
B. Chatting
C. Malware
D. Social media and video sharing

17. **The name of the layout which is used by Nudi Kannada Ganaka Parishattu is _____**

A

- A. KP Rao
B. Anand
C. Anantha
D. Kamala

18. _____ **Refers to decrease in the value of an asset.**

D

- A. Expense
B. Credit
C. Debit
D. Depreciation

19. **The shortcut key for Feature option in Tally is _____**

C

- A. F9
B. F10
C. F11
D. F12

20. **The bank to bank transactions are recorded in _____ Voucher**

A

- A. Contra Voucher
B. Payment Voucher
C. Journal Voucher
D. Receipt Voucher

II A) Fill in the blanks with suitable words.

[10 x 2 = 20]

21. The father of computer is Charles and PC stands for Personal Computer

22. Sleep will keep all programs running but shut down the monitor and non essential components of the computer. Restart Option will log off all users and shut down the computer and reboot it to the log in menu

23. Caption Option is used to give a name to an image or object and Footnote is used to give a note at the end of the document

24. The 2 types of dropcap are Dropped and In-Margin

25. In Excel, a cell can contain Characters or Numbers / Formulas

26. The file created in Excel is called as **Workbook** and the extension of MS Excel file is **.xlsx**
27. URL stands for **Uniform Resource Locator** and WWW stands for **World Wide Web**
28. The **Normal** and **Notes Page** are the examples of different views used to add Notes to the slides
29. In Nudi, the key combination ಸ್ಫೂತಿ is **sfmRti** and ಶಂಕರಾ is **SMkrA**
30. The 2 branches of accounting are **Financial** and **Management**

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

[10 x 2 = 20]

Normal	=Count ()	Text Wrapping	Multi User OS
RAM	Thesaurus	ROM	Google Drive
Multi Task OS	Barter	kfrA Mti	>
mynta	Color	Credit	Effects
<	kvc	= CountA()	Hanging

31. The operating system that supports more than 1 person at a time is called as Multi - User and the operating system that supports to process of more than one task at a time is called as Multi - Task
32. The examples of main memory are RAM and ROM
33. The 2 types of indents are Left / Normal and Right / Hanging
34. The Wrap Text option is used to align the text around the picture or object and Thesaurus option is used to show nearest meaning of the selected word

35. The examples of Reference operators are _____ >
and _____ <
36. The _____ **Count** _____ function counts the number of cells
having numbers within range of cells and _____ **Counta** _____
function counts the cells having numbers and text within the range of cells.
37. The themes section in Powerpoint provides predefined _____ **Colors** _____
and _____ **Effects / Fonts** _____ To make your presentation look
professional.
38. _____ **Google Drive** _____ Website is an example for data sharing and
_____ **Myntra** _____ Website is an example for e commerce
Scroll Lock
39. In Nudi, the key combination ಕವಚ is _____ **kvc** _____ and
ಕ್ರಾಂತಿ is _____ **kfrAMti** _____
40. The examples for types of transactions in a business are _____ **Barter** _____
and _____ **Credit** _____

III Write whether the following statements are “True” or “False”. Write True for the statements that are true and False for the statements that are false in the given space. Do not write “T” or ‘✓’ for True and ‘F’ or ‘X’ for False. [10 x 1 = 10]

41. Bar code reader called as Brain of the computer.

False

42. The notepad is also called as Handy text editor.

True

43. We can divide the windows into 2 parts to view different parts of the document at same time in MS word.

True

44. We cannot switch between the documents in MS-Word.

False

45. We cannot align the text vertically in a cell.

False

46. By default the cell does not contain any border when printed.

True

47. We can never change the layout of 1st slide.

False

48. Spammers usually use bots that bombard the receiver with lot of ads.

True

49. Nudi supports Unicode fonts.

True

50. The nature of Account for Greeshma and Co. is Nominal account.

False

IV Fill in the blanks with suitable words.

[5 x 5 = 25]

51. Name the elements of Status bar

[5 x 1 = 5]

A. Page no

B. Word count

C. Language

D. Views

E. Zoom Slider

52. Mention any 5 types of Logical operators

[5 x 1 = 5]

A. And

B. OR

C. NOT

D. IF

E. E-OR

53. Write the expansion for the following.

[5 x 1 = 5]

A. ISP : Internet Service Provider

B. MAC : Media Access Control

C. NSF : National Science Foundation

D. Wi- Fi : Wireless Fidelity

E. FTP : File Transfer Protocol

54. Identify the groups for the following ledger accounts

[5 x 1 = 5]

A. Air Conditioner	<u>Fixed Asset</u>
B. Cash	<u>Cash in hand</u>
C. Outstanding salary	<u>Liability</u>
D. Wages	<u>Direct Expense</u>
E. Rent received	<u>Indirect Income</u>

55. Write the appropriate kannada words for the following key combinations.

[5 x 1 = 5]

A. sMhit:	<u>ಸಂಹಿತ</u>
B. sfmhirA:	<u>ಸ್ಮಹಿರಾ</u>
C. rAjfyOtfsv:	<u>ರಾಜ್ಯೋತ್ಸವ</u>
D. AhfvAn:	<u>ಆಹ್ವಾನ</u>
E. Sfrlmti:	<u>ಶ್ರೀಮತಿ</u>

V 56. Match the following.

[5 x 1 = 5]

- | | | | |
|----------------------|-------------------------|---|----------|
| 1. Clock | A. Disk Management | 1 | B |
| 2. Deleted file | B. Task Bar | 2 | D |
| 3. List box | C. LED Status Indicator | 3 | E |
| 4. Num Lock | D. Recycle bin | 4 | C |
| 5. Disk Defragmenter | E. Button | 5 | A |