

Batch - 1
PUNJAB STATE POWER CORPORATION LIMITED
Conditional Computer Literacy Test for UDC/LDC/Steno Typist employed
against Compassionate Ground Session - 09/2019

Time Allowed: 20 Minutes

Total Marks: 20

Roll No. : _____

Name: _____

Q. No. 1 Answer the following

- Write a shortcut command to save a file in MS-Excel?
- What is the full form of UPS and CPU?
- Write MS word command to undo any previous changes made to the text prior to saving it?
- What is the MS DOS command to list the files of directory?
- What is the MS DOS command to open command window?

2 x 5 = 10 Marks

Q. No. 2 Type the following passage as it is in MS-Word:

Er. Baldev Singh Sran CMD said that due to dust and windstorm which played havoc in Punjab on the night June 12, 2019 resulting Punjab State Power Corporation Limited suffered huge losses in the shape of disruption in power supply and damage of electric infrastructure in different parts of the state. He said that the electric supply in the most of the parts of the state was affected. Engineers and officials are attending to the breakdowns on war footing.

5 Marks

Q. No. 3 Do the following in MS-Excel using formulae and sort the data in ascending order of Total Marks.

Roll No.	Chemistry	Physics	Math	Total Marks
3012	45	65	53	?
3034	34	45	43	?
3011	76	35	71	?
3076	66	76	63	?
3088	65	56	65	?

5 Marks

PUNJAB STATE POWER CORPORATION LIMITED
Additional Computer Literacy Test for UDC/LDC/Steno Typist employed
against Compassionate Ground Session - 09/2019

Time Allowed: 20 Minutes

Total Marks: 20

Roll No. : _____

Name: _____

Q. No. 1 Answer the following

- a) Write the MS word command to make the double space text?
- b) What is the full form of LED and LCD?
- c) How to delete a column in the worksheet?
- d) What is the MS DOS command to change directory?
- e) What is the MS DOS command to make directory?

2 x 5 = 10 Marks

Q. No. 2 Type the following passage as it is in MS-Word:

Er. Baldev Singh Sran CMD, PSPCL said that the checking has been carried out to ensure the implementation of commercial instructions to provide uninterrupted power supply & correct billing of electricity. During this campaign to curb theft of electricity, an industrial connection under Sahnewal sub-division has been checked jointly by 2 squads under SE/Enforcement, Ludhiana. During this checking the consumer was found stealing electricity.

5 Marks

Q. No. 3 Do the following in MS-Excel using formulae and sort the data in ascending order of Total Marks.

Roll No.	Biology	Chemistry	English	Total Marks
2022	35	36	47	?
2065	45	67	62	?
2044	65	68	36	?
2076	73	57	72	?
2046	46	87	48	?

5 Marks

PUNJAB STATE POWER CORPORATION LIMITED
Conditional Computer Literacy Test for UDC/LDC/Steno Typist employed against
Compassionate Ground Session - 09/2019

Time Allowed: 20 Minutes

Total Marks: 20

Roll No. : _____

Name: _____

Q. No. 1 Answer the following

- What is the full form of RAM and HDD?
- How to right align a paragraph in MS Word?
- Write a shortcut command to add new slide in MS Power Point.
- What is the MS DOS command to view and modify the system time?
- What is the MS DOS command to clear the screen?

2 x 5 = 10 Marks

Q. No. 2 Type the following passage as it is in MS-Word:

CMD PSPCL Er. Baldev Singh Sran further said that for the convince and awareness of farmers PSPCL has organized various camps in different villages/Areas of Punjab for AP Loads regularization in recent past. He said that 2251 number AP consumers were upgraded with a load of 6984 BHP in all operations zones in the state. He said that PSPCL has recovered Rupees 345.76 lacs on account of service connection charges.

5 Marks

Q. No. 3 Do the following in MS-Excel using formulae and sort the data in ascending order of Total Marks.

Roll No.	Maths	English	Punjabi	Total Marks
2034	65	43	65	?
2077	45	56	45	?
2045	34	76	76	?
2056	65	34	33	?
2065	76	43	56	?

5 Marks