

PUNJAB STATE POWER CORPORATION LIMITED
Conditional Computer Literacy Test for UDC/ LDC/ Steno Typist employed against
Compassionate Ground session – 03/2012

Time Allowed: 20 Minutes

Total Marks : 20

17/3/12
11
17/3

Roll No. : _____

Name: _____

Q. NO. 1 Answer The following

- a. How to change the working directory on the current working device in MS-DOS ?
- b. Write DOS command to clear the screen ?
- c. Write DOS command to copy a file from one to another location?
- d. Write the Shortcut commands for following in MS word
(i) Justify (ii) Center
- e. Write Excel command to move to beginning of data in a row?

2 x 5= 10 Marks

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

The data of salary has been linked to HR-Data Base in a way that the information of salary available in HR-Data Base will be picked up from HR-Data Base. In case of transfer / promotion of employee the salary auditor will update the information in HR-Data Base, if not updated by the concerned office.

Any change incorporated in HR-data base by the auditor will be recorded in the **HR-log-history-detail**. The information for the current month can be updated.

5 Marks

Q. No. 3 Do the following in MS-Excel.

Month / Year	Rent	Call Charges	Amount	S.Tax @ 10.3%	Total Amount
October,2011	125	432	557	?	?
November,2011	125	803	928	?	?
December,2011	125	789	914	?	?
January,2012	125	645	770	?	?
February,2012	125	601	726	?	?
March,2012	125	590	715	?	?

5 Marks