

17

**PUNJAB STATE POWER CORPORATION LIMITED**  
**Conditional Computer Literacy Test for UDC/ LDC/ Steno Typist employed against**  
**Compassionate Ground session – 03/2014**

Time Allowed: 20 Min for Part -A  
: 15 Min. for Part- B

Total Marks : 25

Roll No. : \_\_\_\_\_

Name: \_\_\_\_\_

**Part -A :-**

**Q. NO. 1**

- Write the MS Word command to make double space the text ?
- Write the command to delete a column of the worksheet ?
- Write the full form WWW and UPS?
- What is the MS DOS command to open command window ?

2.5 x 4= 10 Marks

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

The Constitution was adopted by the India Constituent Assembly on **26 November 1949**, and came into effect on **26 January 1950**.<sup>[4]</sup> The date of 26 January was chosen to commemorate the Purna Swaraj declaration of independence of 1930. With its adoption, *the Union of India officially became the modern and contemporary Republic of India* and it replaced the Government of India Act 1935 as the country's fundamental governing document.

5 Marks

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

City / District	Male	Female	Total	%age of Male
Gurdaspur	352,662	325,464	?	?
Pathankot	246,834	224,066	?	?
Batala	208,870	187,108	?	?
Taran Taran	87,617	84,030	?	?

5 Marks

**Part-B:-**

**To be attempted after Part-A**

**Q. NO. 4** send a e-mail on the e-mail address [examspocl@gmail.com](mailto:examspocl@gmail.com) using the

E-mail ID [complitpspcl@gmail.com](mailto:complitpspcl@gmail.com)  
passwd [pspcl123](mailto:pspcl123)

In Subject write:- Name..... Roll No.....

In Matter :- paste the above typed word parragraph

5 Marks

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Roll No. : \_\_\_\_\_

Name: \_\_\_\_\_

Part -A:-

**Q. NO. 1 Answer The following**

- Write the MS-Word command to *undo* any previous changes you make to the text prior to saving it ?
- Write the command to delete a row of the worksheet?
- Write the full form of OS and LCD?
- What is the MS DOS command to exit command window?

2.5 x 4= 10 Marks

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

The Assembly met in sessions open to the public, **for 166 days, spread over a period of 2 years, 11 months and 18 days** before adopting the Constitution, the 308 members of the Assembly signed **two copies of the document (one each in Hindi and English) on 24 January 1950**. The original Constitution of India is hand-written with beautiful calligraphy, each page beautified and decorated by artists from Shantiniketan including Beohar Rammanohar Sinha and Nandalal Bose.

5 Marks

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

Particulars	Basic Price	VAT @ 12.75%	Total Cost
LCD	32,525.00	?	?
Fridge	12,650.00	?	?
Almirah	9,375.00	?	?
Total	?	?	?

5 Marks

Part-B:-

**To be attempted after Part-A**

**Q. NO. 4** send a e-mail on the e-mail address [exampspcl@gmail.com](mailto:exampspcl@gmail.com) using the  
E-mail ID [complitpspcl@gmail.com](mailto:complitpspcl@gmail.com)  
passwd [pspcl123](#)

In Subject write Name..... Roll No.....

In Matter :- paste the above typed parragraph

5 Marks