

PUNJAB STATE POWER CORPORATION LIMITED

**Conditional Computer Literacy Test for UDC/ LDC/ Steno Typist employed against
Compassionate Ground session – 09/2014**

Time Allowed: 20 Minutes

Total Marks : 20

Roll No. : _____

Name: _____

Q. NO. 1 Answer The following

- How to Right Align a paragraph in MS Word ?
- Write the Shortcut command to end slide show in MS Powerpoint ?
- Write the full form of OS & RAM?
- What is the MS DOS command to view or modify the system date?
- What is the MS DOS command to open command interpreter?

2 x 5= 10 Marks

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

Er. K.D. Chaudhri informed that PSPCL's preparation were adequate in anticipation of poor monsoon but reduced power supply from Independent Power Producers (IPPs) and lesser hydel generation, has widened the gap in demand and supply forcing PSPCL to impose temporary regulatory measures on all category of consumers. In view of precarious situation, **S.Sukhbir Singh Badal, Hon'ble Dy CM**, Punjab has held meetings with Hon'ble Minister for Railways, who has assured to get coal supply expedited for Thermal Plants in Punjab.

5 Marks

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

Roll No.	English	Math	Hindi	Total Marks
1013	48	50	39	?
1070	45	47	40	?
1027	43	44	42	?
1055	40	41	46	?
1066	38	40	48	?

5 Marks

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Q. NO. 1

- a. Write shortcut command to add a new slide in MS Powerpoint ?
- b. Write the Shortcut command for Double Space Lines of Paragraph in MS Word?
- c. Write the full form HDD and WWW ?
- d. What is the MS DOS command to view or modify the system time?
- e. What is the MS DOS command to exit command interpreter?

2 x 5= 10 Marks

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

Er.K.D.Chaudhri, CMD, PSPCL saluting National Flag during 68th Independence Day Celebrations at Head Office, Patiala. Er.Chaudhri while addressing huge gathering said that the **real tribute to freedom fighters who have sacrificed their lives for freedom of India, would be to perform our duties honestly** and with utmost sincerity. He laid emphasis on improving consumer services on priority. On the occasion, *artists of PSPCL Sh.Lakhwinder Kennedy, Sh.Bhag Sandal sang patriotic songs.*

5 Marks

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

Roll No.	English	Math	Hindi	Total Marks
1570	70	66	65	?
1501	52	54	59	?
1530	69	48	49	?
1525	47	57	58	?
1539	88	61	57	?

5 Marks

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Roll No. : _____

Name: _____

Q. NO. 1 Answer The following

- a. Which Function key will start slide show in MS Power Point ?
- b. Write the Shortcut command to Save a File in MS Excel ?
- c. Write the full form of UPS & IVRS?
- d. What is the MS DOS command to list the files of directory?
- e. 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:

Er.K.D.Chaudhri, Chairman cum Managing Director, Punjab State Power Corporation Limited informed that corporation under R-APDRP (Restructured Accelerated Power Development & Reforms Programme) have commenced an ambitious programme to augment power distribution system in 40 towns all over Punjab at a cost of **more than Rs.1300 crores**. CMD said that the project has already started in all 40 towns under strict monitoring of time frame by Management of PSPCL. There will also be considerable reduction in Transmission & Distribution losses.

5 Marks

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

Roll No.	English	Drawing	Science	Total Marks
1732	45	50	39	?
1701	47	41	41	?
1727	49	39	43	?
1720	50	37	45	?
1750	43	35	47	?

5 Marks