

PUNJAB STATE POWER CORPORATION LIMITED
Conditional Computer Literacy Test for UDC/ LDC/ Steno Typist employed against
Compassionate Ground session – 11/2011

Time Allowed: 20 Minutes

Total Marks : 20

Roll No. : _____

Name: _____

Q. NO. 1 Answer The following

- a. How do I select the whole text in MS Word ?
- b. Write DOS command to clear the screen ?
- c. Write full form of CD, DVD
- d. How do I add a row and a coloum in MS Excel?
- e. Write Shortcuts for following commands for formatting a Text in MS Word
1. Bold 2. Italic 3. Underline

2 x 5= 10 Marks

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

Punjab, the richest state in India that throbs with the vibrant culture of equally vibrant people, has always moved on the path of prosperity despite all odds. A state where dreams of moving with the times have blossomed among the lush green fields and fertile soil. With its inimitable style of transforming every potential opportunity into a success story through enterprise and endeavor Punjab has always been at the forefront in the development story of India. Punjab – The Food basket and Granary of India", has been awarded National Productivity Award for agriculture extension services for consecutively ten years from 1991-92 to 1998-99 and 2001 to 2003-04.

5 Marks

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

	URBAN	RURAL	TOTAL	RURAL %age	URBAN %age
DOMESTIC	15674	9932	25606	?	?
COMMERCIAL	19232	1578	20810	?	?
LS	11952	232	12184	?	?
MS	3652	756	4408	?	?
AGRICULTURE	11872	25942	37814	?	?

5 Marks