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**PUNJAB STATE ELECTRICITY BOARD**  
**Conditional Computer Literacy Test for UDC/ LDC/ Steno Typist employed against**  
**Compassionate Ground session – 5/2010**

**Time Allowed : 20 Minutes**

**Total Marks : 20**

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

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

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

- a. How do I double space in paragraph in MS Word ?
- b. How to rename a file in MS DOS?
- c. Write full form of CD, DVD
- d. How do I add a slide in MS Power Point?
- e. Write Shortcuts for following commands for formatting a Text  
1. Bold          2. Italic          3. Underline

2 x 5= 10 Marks

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

Vide Notification No 1/9/08-EB(PR)196 Dated 16.04.2010 Govt. of Punjab unbundled Punjab State Electricity Board into two companies

1) Punjab State Power Corporation Ltd. (**POWERCOM**)

2) Punjab State Transmission Corporation Ltd. (**TRANSCO**)

Vide Notification No 1/9/08-EB(PR)239 Dated 16.04.2010 Govt. of Punjab ordered the Board structure of two newly created companies.

For the purpose of administering the Punjab State Electricity Board/The two Successors Companies, the Govt. constituted managing committee

5 Marks

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

Evaluate average % age

	Studies (%age)	Sports (%age)	Painting (%age)	Punctuality (%age)	Avg. % age
Rahul	89	88	76	98	?
Rohit	76	89	74	95	?
Arvind	97	78	79	92	?
Seema	56	90	73	99	?

5 Marks