

Select  
7/11/10 J. J.!

PUNJAB STATE POWER CORPORATION LTD

Conditional Computer Literacy Test for UDC/LDC/Steno Typist employed against Compassionate  
Ground Session 11/2010

**Time Allowed : 20 Minutes**

**Total Marks : 20**

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

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

Q. No. 1 Answer the following

- Write command to list the contents of a directory in MS DOS?
- What is the full form of CD and DVD?
- Write shortcut for Copy and Paste in MS Word?
- What is the keyboard command to rename a file in windows?
- What is the command to run slide show in MS Power Point?

2 x 5 = 10 Marks

Q. No. 2 Type the following passage as it is in MS-Word (Font Arial, Font Size 12):

The **Punjab State Electricity Board (PSEB)** was a statutory body formed on 1-2-1959 under the Electricity Supply Act.1948. Starting with the modest installed capacity of 62 MW, the PSEB grew up by leaps and bounds with *generating capacity* 6841 MW as on 31-3-2009 from all sources, including share from Central Sector Projects. The Board's gross generation during the year 2008-09 was 38880 Million Units. The PSEB also constructed and maintained its *Transmission and Distribution* system for providing efficient services to the various categories of **electricity consumers** in the state.

5 Marks

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

Evaluate Total Marks Obtained

	Physics	Chemistry	Maths	Total
	Marks Obtained	Marks Obtained	Marks Obtained	Marks Obtained
Rahul	98	48	47	?
Rakesh	96	47	48	?
Arvind	94	49	46	?
Seema	97	46	49	?
Total	?	?	?	

5 Marks