

Solution

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

- Dir <directory name>
- CD – Compact Disk, DVD – Digital Versatile Disk
- Shortcut for Copy – CTRL C and for Paste CTRL P
- F2 Key
- F5 Key

2 x 5 = 10 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	193
Rakesh	96	47	48	191
Arvind	94	49	46	189
Seema	97	46	49	192
Total	385	190	190	

5 Marks