PUNJAB STATE POWER CORPORATION LIMITED
Conditional Computer Literacy Test for UDC/ LDC/ Steno Typist employed against
Compassionate Ground session – 03/2014

Time Allowed: 20 Min for Part - A
: 15 Min. for Part- B

Total Marks : 25

Roll No. : ______________  Name: __________________

Part –A:–

Q. NO. 1
a. Write the MS Word command to make double space the text?
b. Write the command to delete a column of the worksheet?
c. Write the full form WWW and UPS?
d. What is the MS DOS command to open command window?

2.5 x 4 = 10 Marks

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

The Constitution was adopted by the India Constituent Assembly on 26
November 1949, and came into effect on 26 January 1950. The date of 26
January was chosen to commemorate the Purna Swaraj declaration of
independence of 1930. With its adoption, the Union of India officially became the
modern and contemporary Republic of India and it replaced the Government of
India Act 1935 as the country’s fundamental governing document.

5 Marks

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

<table>
<thead>
<tr>
<th>City / District</th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
<th>%age of Male</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gurdaspur</td>
<td>352,662</td>
<td>325,464</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pathankot</td>
<td>246,834</td>
<td>224,066</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Batala</td>
<td>208,870</td>
<td>187,108</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taran Taran</td>
<td>87,617</td>
<td>84,030</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5 Marks

Part-B:–

To be attempted after Part-A

Q. NO. 4 send a e-mail on the e-mail address exampspcl@gmail.com using the
E-mail ID complitpspcl@gmail.com
passwd pspcl123

In Subject write:- Name.................... Roll No....................
In Matter :- paste the above typed word paragraph

5 Marks
PUNJAB STATE POWER CORPORATION LIMITED
Conditional Computer Literacy Test for UDC/ LDC/ Steno Typist employed against Compassionate Ground session – 03/2014

Time Allowed: 20 Min for Part - A
: 15 Min. for Part - B

Roll No. : _______________ Name: _______________

Part - A:

Q. NO. 1 Answer The following
a. Write the MS-Word command to undo any previous changes you make to the text prior to saving it?
b. Write the command to delete a row of the worksheet?
c. Write the full form of OS and LCD?
d. What is the MS DOS command to exit command window?

2.5 x 4= 10 Marks

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

The Assembly met in sessions open to the public, for 166 days, spread over a period of 2 years, 11 months and 18 days before adopting the Constitution, the 308 members of the Assembly signed two copies of the document (one each in Hindi and English) on 24 January 1950. The original Constitution of India is hand-written with beautiful calligraphy, each page beautified and decorated by artists from Shantiniketan including Beohar Rammanohar Sinha and Nandalal Bose.

5 Marks

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

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Basic Price</th>
<th>VAT @ 12.75%</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCD</td>
<td>32,525.00</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Fridge</td>
<td>12,650.00</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Almirah</td>
<td>9,375.00</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Total</td>
<td>?</td>
<td>?</td>
<td>?</td>
</tr>
</tbody>
</table>

5 Marks

Part-B:-

To be attempted after Part-A

Q. NO. 4 send a e-mail on the e-mail address exampspcl@gmail.com using the
E-mail ID complitpspcl@gmail.com
passwd pspcl123

In Subject write Name............... Roll No............... 5 Marks

In Matter :- paste the above typed paragraph 5 Marks