PUNJAB STATE POWER CORPORATION LIMITED
Conditional Computer Literacy Test for UDC/ LDC/ Steno Typist employed against
Compassionate Ground session – 09/2013

Time Allowed: 20 Min for Part - A
: 15 Min. for Part- B
Total Marks : 25

Roll No.: __ Name: __

Part - A:-

Q. NO. 1 — Answer The following
a. Write the command to replace the specific word with some other word?
b. Write the command to move to last cell of the worksheet containing data?
c. Write the full form of DVD and DMP?
d. What is the MS DOS command to remove directory permanently?

2.5 x 4= 10 Marks

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

Under the scheme, all the Generating Station of PSPCL, Interstate tie lines, important 220kV & 132 kV grid substations of PSTCL have been covered for remote data acquisition and control. Presently 49 nos. RTUs have been installed at the above said locations for acquisition of online power system data.

• To get real time data from remote locations.
• To monitor power supply during wide voltage & frequency fluctuations.
• To control Power Load flow from generating stations and other sources/substations.

5 Marks

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

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Punjab</th>
<th>Haryana</th>
<th>Chandigarh</th>
<th>Delhi</th>
</tr>
</thead>
<tbody>
<tr>
<td>Males</td>
<td>10,626,788</td>
<td>9,991,838</td>
<td>468,166</td>
<td>7,210,050</td>
</tr>
<tr>
<td>Females</td>
<td>8,361,823</td>
<td>6,912,486</td>
<td>341,487</td>
<td>5,553,302</td>
</tr>
<tr>
<td>Total</td>
<td>?</td>
<td>?</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>%age of Male</td>
<td>?</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...

In Matter: paste the above typed paragraph

5 Marks