PUNJAB STATE POWER CORPORATION LIMITED

Conditional Computer Literacy Test for UDC/ LDC/ Steno Typist employed against
Compassionate Ground session – 09/2014

Time Allowed: 20 Minutes  Total Marks : 20

Roll No.: ________________ Name: ________________

Q. NO. 1  Answer The following

a. How to Right Align a paragraph in MS Word?
b. Write the Shortcut command to end slide show in MS Powerpoint?
c. Write the full form of OS & RAM?
d. What is the MS DOS command to view or modify the system date?
e. What is the MS DOS command to open command interpreter?

2 x 5= 10 Marks

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

Er. K.D. Chaudhri informed that PSPCL’s preparation were adequate in anticipation of poor monsoon but reduced power supply from Independent Power Producers (IPPs) and lesser hydel generation, has widened the gap in demand and supply forcing PSPCL to impose temporary regulatory measures on all category of consumers. In view of precarious situation, S. Sukhbir Singh Badal, Hon’ble Dy CM, Punjab has held meetings with Hon'ble Minister for Railways, who has assured to get coal supply expedited for Thermal Plants in Punjab.

5 Marks

Q. No. 3  Do the following in MS-Excel using formulae and sort the data in ascending order of Total Marks.

<table>
<thead>
<tr>
<th>Roll No.</th>
<th>English</th>
<th>Math</th>
<th>Hindi</th>
<th>Total Marks</th>
</tr>
</thead>
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<td>50</td>
<td>39</td>
<td>?</td>
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<tr>
<td>1070</td>
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<td>?</td>
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<td>1027</td>
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<td>44</td>
<td>42</td>
<td>?</td>
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<td>1055</td>
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<td>?</td>
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<tr>
<td>1066</td>
<td>38</td>
<td>40</td>
<td>48</td>
<td>?</td>
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</table>

5 Marks
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Roll No.: ____________ Name: ________________

Q. NO. 1

a. Write shortcut command to add a new slide in MS Powerpoint ?
b. Write the Shortcut command for Double Space Lines of Paragraph in MS Word?
c. Write the full form HDD and WWW ?
d. What is the MS DOS command to view or modify the system time?
e. What is the MS DOS command to exit command interpreter?

2 x 5 = 10 Marks

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

Er.K.D.Chauhdri, CMD, PSPCL saluting National Flag during 68th Independence Day Celebrations at Head Office, Patiala. Er.Chauhdri while addressing huge gathering said that the real tribute to freedom fighters who have sacrificed their lives for freedom of India, would be to perform our duties honestly and with utmost sincerity. He laid emphasis on improving consumer services on priority. On the occasion, artists of PSPCL Sh.Lakhwinder Kennedy, Sh.Bhag Sandal sang patriotic songs.

5 Marks

Q. No. 3 Do the following in MS-Excel use insert formulae and sort the data in the ascending order of Roll No.

<table>
<thead>
<tr>
<th>Roll No.</th>
<th>English</th>
<th>Math</th>
<th>Hindi</th>
<th>Total Marks</th>
</tr>
</thead>
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5 Marks
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Roll No.: ________________  Name: ________________

Q. NO. 1  Answer The following

a. Which Function key will start slide show in MS Power Point?
b. Write the Shortcut command to Save a File in MS Excel?
c. Write the full form of UPS & IVRS?
d. What is the MS DOS command to list the files of directory?
e. What is the MS DOS command to clear the screen?

2 x 5 = 10 Marks

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

Er.K.D.Chaudhri, Chairman cum Managing Director, Punjab State Power Corporation Limited informed that corporation under R-APDRP (Restructured Accelerated Power Development & Reforms Programme) have commenced an ambitious programme to augment power distribution system in 40 towns all over Punjab at a cost of more than Rs.1300 crores. CMD said that the project has already started in all 40 towns under strict monitoring of time frame by Management of PSPCL. There will also be considerable reduction in Transmission & Distribution losses.

5 Marks

Q. No. 3  Do the following in MS-Excel using formulae and sort the data in ascending order of Total Marks.

<table>
<thead>
<tr>
<th>Roll No.</th>
<th>English</th>
<th>Drawing</th>
<th>Science</th>
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<td>47</td>
<td>?</td>
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</table>

5 Marks