PUNJAB STATE ELECTRICITY BOARD

Conditional Computer Literacy test for UDC/ LDC/ Steno Typist employed against Compassionate Ground session – 5/2010

Time Allowed : 20 Minutes Total Marks : 20

Roll No. : ______________ Name: ________________

Q. NO. 1 Answer The following

a. How do I double space in paragraph in MS Word?
b. How to rename a file in MS DOS?
c. Write full form of CD, DVD
d. How do I add a slide in MS Power Point?
e. Write Shortcuts for following commands for formatting a Text

2 x 5 = 10 Marks

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

Vide Notification No 1/9/08-EB(PR)196 Dated 16.04.2010 Govt. of Punjab unbundled Punjab State Electricity Board into two companies
   1) Punjab State Power Corporation Ltd. (POWERCOM)
   2) Punjab State Transmission Corporation Ltd. (TRANSCO)
Vide Notification No 1/9/08-EB(PR)239 Dated 16.04.2010 Govt. of Punjab ordered the Board structure of two newly created companies.
   For the purpose of administering the Punjab State Electricity Board/The two Successors Companies, the Govt. constituted managing committee

5 Marks

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

Evaluate average % age

<table>
<thead>
<tr>
<th>Studies</th>
<th>Sports</th>
<th>Painting</th>
<th>Punctuality</th>
<th>Avg. % age</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(%age)</td>
<td>(%age)</td>
<td>(%age)</td>
<td></td>
</tr>
<tr>
<td>Rahul</td>
<td>89</td>
<td>88</td>
<td>76</td>
<td>98</td>
</tr>
<tr>
<td>Rohit</td>
<td>76</td>
<td>89</td>
<td>74</td>
<td>95</td>
</tr>
<tr>
<td>Arvind</td>
<td>97</td>
<td>73</td>
<td>79</td>
<td>92</td>
</tr>
<tr>
<td>Seema</td>
<td>56</td>
<td>90</td>
<td>73</td>
<td>99</td>
</tr>
</tbody>
</table>

5 Marks