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

Roll No: ___________________ Name: ___________________

Q. No. 1 Answer the following

a. Write command to list the contents of a directory in MS DOS?
b. What is the full form of CD and DVD?
c. Write shortcut for Copy and Paste in MS Word?
d. What is the keyboard command to rename a file in windows?
e. What is the command to run slide show in MS Power Point?

\[2 \times 5 = 10 \text{ Marks}\]

Q. No. 2 Type the following passage as it is in MS-Word (Font Arial, Font Size 12):

The Punjab State Electricity Board (PSEB) was a statutory body formed on 1-2-1959 under the Electricity Supply Act.1948. Starting with the modest installed capacity of 62 MW, the PSEB grew up by leaps and bounds with generating capacity 6841 MW as on 31-3-2009 from all sources, including share from Central Sector Projects. The Board's gross generation during the year 2008-09 was 38880 Million Units. The PSEB also constructed and maintained its Transmission and Distribution system for providing efficient services to the various categories of electricity consumers in the state.

5 Marks

Q. No. 3 Do the following in MS-Excel
Evaluate Total Marks Obtained

<table>
<thead>
<tr>
<th></th>
<th>Physics Marks Obtained</th>
<th>Chemistry Marks Obtained</th>
<th>Maths Marks Obtained</th>
<th>Total Marks Obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rahul</td>
<td>98</td>
<td>48</td>
<td>47</td>
<td>?</td>
</tr>
<tr>
<td>Rakesh</td>
<td>96</td>
<td>47</td>
<td>48</td>
<td>?</td>
</tr>
<tr>
<td>Arvind</td>
<td>94</td>
<td>49</td>
<td>46</td>
<td>?</td>
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<tr>
<td>Seema</td>
<td>97</td>
<td>46</td>
<td>49</td>
<td>?</td>
</tr>
<tr>
<td>Total</td>
<td>?</td>
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</tbody>
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5 Marks