

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.

Particulars	Punjab	Haryana	Chandigarh	Delhi
Males	10,626,788	9,991,838	468,166	7,210,050
Females	8,361,823	6,912,486	341,487	5,553,302
Total	?	?	?	?
%age of Male	?	?	?	?

5 Marks

Part-B:-

To be attempted after Part-A

- Q. NO. 4** send an e-mail on the e-mail address examspcl@gmail.com using the
E-mail ID complitpspc@gmail.com
passwd pspc123.

In Subject write Name Roll No...

In Matter - paste the above typed parragraph

5 Marks