# PUNJAB STATE POWER CORPORATION LIMITED
## Conditional Computer Literacy Test for UDC/ LDC/ Steno Typist employed against Compassionate Ground session – 5/2011

## 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.  Write DOS command to create directory and copy file ?
c.  Write full form of CD, DVD
d.  How do I add worksheet in MS Excel?
e.  Write Shortcuts for following commands for formatting a Text
   1. Bold       2. Italic       3. Underline

                                                        2 x 5= 10 Marks

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

   After spending 15 days in the "**CBI remand"**, former *communications minister A Raja* was today sent to "**Tihar"** jail on a 14-day judicial custody as the investigating agency did not seek his custody any further. **Raja** appeared defiant as he was taken out of the court and reiterated his innocence, which, he claimed, would be proved in coming months.

                                                        5 Marks

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

|          | Mechanics %age | Computer %age | Sports %age | Workshop %age | Avg. % age |
|----------|----------------|---------------|-------------|---------------|------------|
| Sandeep  | 87             | 76            | 76          | 98            | ?          |
| Gagan    | 56             | 82            | 74          | 92            | ?          |
| Jaspreet | 85             | 88            | 79          | 86            | ?          |
| Anupam   | 92             | 90            | 73          | 98            | ?          |

Evaluate average % age

                                                        5 Marks

# Answers

Ans: 1 (a)

Select the Text .Click on the Format in the menu bar .Click on paragraph and then click Line spacing and select double.

Or

Select the Text. Then press Ctrl key + 2 (numeric key)

Ans: 1(b)

Mkdir <Directory Name>
Copy <Old Filename>   <New Filename>

Ans: 1(c)

CD   - Compact Disk
DVD  - Digital Versatile  Disc

Ans: 1 (d)

Click of the Insert button on the Tool bar and then click the option Worksheet
   Or
Alt + I then Alt  + W

Ans: 1(e)

Bold        Ctrl + B
Italic       Ctrl + I
Underline   Ctrl + U

Ans: 3

|          | Mechanics %age | Computer %age | Sports %age | Workshop %age | Avg. % age |
|----------|----------------|---------------|-------------|---------------|------------|
| Sandeep  | 87             | 76            | 76          | 98            | 84.25      |
| Gagan    | 56             | 82            | 74          | 92            | 76.00      |
| Jaspreet | 85             | 88            | 79          | 86            | 84.50      |
| Anupam   | 92             | 90            | 73          | 98            | 88.25      |