

Batch - 1
PUNJAB STATE POWER CORPORATION LIMITED
Conditional Computer Literacy Test for LDC/ Steno Typist employed against
Compassionate Ground Session - 03/2020

Time Allowed: 20 Minutes

Total Marks : 20

Roll No. : _____

Name: _____

Q. NO. 1

a) Write shortcut command to Bold and Underline the text in MS Word ?

Ans:

b) Write shortcut command to go to last cell of worksheet containing data in MS-Excel ?

Ans:

c) Write the full form of KB and RAM ?

Ans:

d) What is the command to open MS-DOS command interpreter?

Ans:

e) Write the MS-DOS command to view the system time?

Ans:

2 x 5 = 10 Marks

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

PSPCL has celebrated 73th Independence Day today. CMD PSPCL Er. Baldev Singh Sran unfurled National Flag on this eve at PSPCL head quarters. Sh.R.P.Pandove Director Admin, Er. O.P.Garg Director Commercial, Er. N. K. Sharma, Director Distribution, Sh. Jatinder Garg Director Finance and Sh. S. K. Puri Director Generation attended the celebrations and release colourful balloons on the occasion.

5 Marks

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

Name	Basic Salary (A)	D.A. (B)	H.R.A. (C)	Gross Salary (A+B+C)
Aman Singh	25,000	27500	5000	?
Pritam Kaur	19,900	20400	3800	?
Subha Singh	16,800	18100	3250	?
Mohinder	23,200	25150	4650	?
Suman Lata	21,750	23200	4250	?

5 Marks

Batch - 11

28/8/2020

PUNJAB STATE POWER CORPORATION LIMITED

**Conditional Computer Literacy Test for LDC/ Steno Typist employed against
Compassionate Ground Session - 03/2020**

Time Allowed: 20 Minutes

Total Marks : 20

Roll No. : _____

Name: _____

Q. NO. 1

a) Write shortcut command to move to top of worksheet (Cell A1) in MS-Excel ?

Ans:

b) Write the Shortcut command to Undo an action in MS Word?

Ans:

c) Write the full form of ROM and GB ?

Ans:

d) Write the MS-DOS command to clear the screen?

Ans:

e) What is the MS DOS command to exit the command interpreter?

Ans:

2 x 5= 10 Marks

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

While addressing the officers and employees the CMD said that with the strong resolution of Capt. Amarinder Singh Chief Minister, Punjab to curb the menace of theft of electricity from the state has imparted a new vigor to the campaign against theft of power. PSPCL's distribution wing and enforcement squads had launched operations against theft of electricity in 5 operating zones of various categories.

5 Marks

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

Name	Gross Salary (A)	D.A. (B)	H.R.A. (C)	Gross Salary (A+B+C)
Mona Singh	32,750	34600	6450	?
Dogar Mal	29,650	31100	5850	?
Amrit Lal	28,300	30400	5650	?
Surinder	26,600	28200	5250	?
Raj Kumar	24,200	26400	4850	?

5 Marks