PUNJAB STATE POWER CORPORATION LIMITED
Conditional Computer Literacy Test for LDC Session – 03/2021

7/8/21

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 OS ?

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 CMD **Sh. A.Venu Prasad** disclosed that despite of **Covid 19 pandemic**, the hydel projects of Punjab State Power Corporation Limited have surpassed the Hydel energy production target set by the *Central Electricity Authority* for the first quarter of fiscal year 2020-21 by generating 134.5 percent energy of the stipulated target.

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

(Signature of Candidate)

PUNJAB STATE POWER CORPORATION LIMITED
Conditional Computer Literacy Test for LDC Session – 03/2021

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 function key to check spelling in MS-Word Document ?

Ans:

c)   Write the full form of ROM and GB ?

Ans:

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

Ans:

e)   Write the shortcut command to centre a paragraph in MS Word?

Ans:
                                              2 x 5= 10 Marks

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

   Sh.A.Venu Prasad said that the hydel projects of PSPCL generated _1,419 Million units (MUs)_ of energy against the target of 1,055 MUs for the April 1-June 30 quarter. CMD said that the **Mukerian Hydel Project** achieved generation of 380.18 Million Units against the target of _118 MUs (322 percent of the target)_, highest generation achieved since last 8 years..

                                              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

PUNJAB STATE POWER CORPORATION LIMITED
Conditional Computer Literacy Test for LDC Session – 03/2021

7/3/21

Time Allowed: 20 Minutes   **Total Marks : 20**

Roll No. : _____   Name: _____

Q. NO. 1

a)   Write the function key to start slideshow from beginning in MS Power point ?

Ans:

b)   Write shortcut command to select all objects in MS-Word?

Ans:

c)   Write the full form of IT and CD ?

Ans:

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

Ans:

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

Ans:

                                                           2 x 5= 10 Marks

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

        Ranjit Sagar Dam achieved generation of 512.58 MUs against the target of 460MUs (111.4 percent of the target), The units of the UBDC project generated 114.804 MUs. *Shri. A.Venu Prasad* also commended the officers/employees for their untiring efforts to maintain excellence for their efforts to surpass targets even during the Covid-19 lockdown period.

                                                           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)
Anguri Devi	19,600	21200	3800	?
Devika	18,500	20150	3650	?
Mona Singh	17,200	19150	3450	?
Bal Kishan	16,950	17300	3350	?
Harpreet Singh	15,800	16850	3150	?

                                                           5 Marks

(Signature of Candidate)