

PUNJAB STATE POWER CORPORATION LIMITED

Conditional Computer Literacy Test for UDC/LDC/Steno Typist employed against
Compassionate Ground session – 03/2022

Time Allowed: 20 Minutes

Total Marks : 20

Roll No. : _____

Name: _____

Q. No. 1 Answer the following

- What is the full form of RAM and ROM?
- Write the shortcut commands for the following in MS word
 - Justify
 - Center
- Write MS excel command to move to end of data in a row?
- What is the MS DOS command to open command window?
- Write shortcuts for following commands for formatting a text in MS word.
 - Bold
 - Italic

2 x 5 = 10 Marks

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

Punjab Chief Minister Charanjit Singh Channi approved the PSPCL's proposal to terminate **Power Purchase Agreement** (PPA) with GVK Goindwal Sahib (2×270 mW). Subsequently, the Punjab State Power Corporation Limited (PSPCL) issued a *termination notice* to the company. This is the first termination notice being issued to a thermal plant. This was a long-pending promise of the Congress government and was also among the 18-point agenda of the Congress high command handed over to former chief minister Amarinder Singh.

5 Marks

Q. No. 3 Do the following in MS Excel:

Find Total Marks.

Name	Subject	Maths	Punjabi	Social Sciences	Sports	Total
Paramjit		45	76	47	58	
Rahul		66	34	45	73	
Pawan		76	65	76	48	
Inderjit		88	55	58	76	

5 Marks

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Q. No. 1 Answer the following

- Write MS DOS command to clear the screen.
- Write the full form of WWW and CD.
- Write shortcut for Copy and Paste in MS Word.
- What is the command to run slide show in MS Power Point?
- Write MS excel command to move to beginning of data in a row.

2 x 5 = 10 Marks

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

The CMD said that PSPCL has waived off power bills amounting to Rs 1500 crore of about 53 lakh domestic consumers with load upto 2 KW. He said that for the expansion of the industry, the fixed tariff charges of medium scale consumers with a load (above 20 KVA upto 100 KVA) has been revised to Rs 60 per KVA from Rs 120 per KVA with effect from November 1. This has provided *relief of about Rs 42 crore to around 32,500 medium scale industrial consumers in the state*, he added. The new tariff for domestic consumers is in line with announcement made by Chief Minister Charanjit Singh Channi three weeks ago.

5 Marks

Q. No. 3 Do the following in MS Excel:

Find Total Marks.

Name	Subject	Sociology	Political Science	History	English	Total
Harminder		55	78	38	47	
Jatinder		65	77	62	85	
Ashutosh		77	46	93	38	
Ramesh		87	48	74	63	

5 Marks