

PUNJAB STATE POWER CORPORATION LIMITED

Conditional Computer Literacy Test for LDC

Session 09/2022

Batch-1

Roll No: _____

Max Marks-20

Name _____

Time allowed: 20 Minutes

Q.1 Answer the following:

- a) The physical components of a computer are called as?
- b) Name any one system software?
- c) What is the full form of RAM?
- d) Intersection of a row and a column is called as?
- e) In Excel columns are labelled as?

(Marks 2x5=10)

Q.2 Type the following passage as it is in MS-Word:

To know about the problems of Industrialists Er. DPS Grewal, Director Distribution PSPCL took a meeting with industrialists here today. He heard their grievances and assured them to resolve their problems at the earliest possible. S. Gursharan Singh, President *Jalandhar Traders Association* brought the staff shortage issue, Sh. Vijay Talwar raised the issue of overload Focal Point Grid to which Director assured that this Grid will be completed at the earliest and dedicated to the Consumers for further upliftment of the Industry. Sh. Parmod Chopra also raises the staff shortage issue with the Director. The industrials were satisfied that their problems will be resolved as per assurance of Director Distribution.

(Marks =5)

Q.3 Do the following in MS-Excel using formulae and sort the data in ascending order of Total Marks.

Roll No.	English	Math	Hindi	Total Marks
1005	45	50	40	?
1070	48	52	45	?
1025	42	51	43	?
1050	40	47	39	?
1065	40	55	52	?

(Marks =5)

PUNJAB STATE POWER CORPORATION LIMITED

Conditional Computer Literacy Test for LDC

Session 09/2022

Batch-2

Roll No: _____

Max Marks-20

Name _____

Time allowed: 20 Minutes

Q.1 Answer the following:

- a) CPU stands for?
- b) Name any one Operating System?
- c) What is the full form of ROM?
- d) The basic unit of a worksheet into which you enter data in Excel is called as?
- e) In Excel rows are labelled as?

(Marks 2x5=10)

Q.2 Type the following passage as it is in MS-Word:

To know about the problems of Industrialists *Er. DPS Grewal, Director Distribution* PSPCL took a meeting with industrialists here today. He heard their grievances and assured them to resolve their problems at the earliest possible. S. Gursharan Singh, President Jalandhar Traders Association brought the staff shortage issue, Sh. Vijay Talwar raised the issue of overload Focal Point Grid to which Director assured that this Grid will be completed at the earliest and dedicated to the Consumers for further upliftment of the Industry. Sh. Parmod Chopra also raises the staff shortage issue with the Director. The industrials were satisfied that their problems will be resolved as per assurance of Director Distribution.

(Marks =5)

Q.3 Do the following in MS-Excel using formulae and sort the data in descending order of Total Marks.

Roll No.	English	Math	Hindi	Total Marks
1005	45	50	40	?
1070	48	52	45	?
1025	42	51	43	?
1050	40	47	39	?
1065	40	55	52	?

(Marks =5)

PUNJAB STATE POWER CORPORATION LIMITED
Conditional Computer Literacy Test for LDC
Session 09/2022
Batch-3

Roll No: _____

Max Marks-20

Name _____

Time allowed: 20 Minutes

Q.1 Answer the following:

- a) ALU stands for?
- b) Name the function used in Excel for calculating average?
- c) What is the full form of DVD?
- d) The short command to undo in MS Word is?
- e) The short command to print in MS Word is?

(Marks 2x5=10)

Q.2 Type the following passage as it is in MS-Word:

To know about the problems of Industrialists Er. DPS Grewal, Director Distribution PSPCL took a meeting with industrialists here today. He heard their grievances and assured them to resolve their problems at the earliest possible. S. Gursharan Singh, President Jalandhar Traders Association brought the staff shortage issue. Sh. Vijay Talwar raised the issue of overload Focal Point Grid to which Director assured that this Grid will be completed at the earliest and dedicated to the Consumers for further upliftment of the Industry. Sh. Parmod Chopra also raises the staff shortage issue with the Director. The industrials were satisfied that their problems will be resolved as per assurance of Director Distribution.

(Marks =5)

Q.3 Do the following in MS-Excel using formulae and sort the data in ascending order of Total Marks.

Roll No.	English	Math	Hindi	Total Marks
995	45	50	40	?
990	48	52	45	?
910	42	51	43	?
999	40	47	39	?
996	40	55	52	?

(Marks =5)