

**POST GRADUATE DIPLOMA IN LIBRARY
AUTOMATION AND NETWORKING (PGDLAN)**

Term-End Practical Examination

00714

June, 2013

MLIL-001 : INTRODUCTION TO COMPUTERS

Time Allowed : 2 Hours

Maximum Marks : 50

(Practical Work : 40

Viva Voce : 10)

(Weightage : 40%)

General Instructions :

- (i) Attempt **all** the questions.
- (ii) Show the output to your examiner.
- (iii) Save your output in your system which will be checked by the examiner.
- (iv) Printout of the answers wherever required should be taken in a sheet duly signed by RD with his/her stamp. Write your Roll No., Study Centre and date of examination on these sheets.
- (v) Candidates are not permitted to use any manual/handbook in carrying out the practical.

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- 1. In Windows, perform the following tasks : 15
 - (a) Find out free disk space available in local disk (C).
 - (b) Change the desktop background.
 - (c) Set the display properties for a screen saver with a wait time of three minutes and monitor turn off after five minutes.
 - (d) Change the setting of taskbar with autohide option.
 - (e) Create the shortcut for the icon RECYCLE BIN on the desktop.
 - 2. Use the command C:\ to : 10
 - (a) Change the date and time.
 - (b) Make three directories A, B and C in the root directory.
 - (c) Create a batch file DEMO.BAT.
 - (d) Copy and three files into A, B and C directories.
 - 3. In Unix: Create a new user with password; write a shell script to sort names 15
alphabetically.