

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

Term-End Examination

00662

June, 2014

MLI-001 : INTRODUCTION TO COMPUTERS

Time : 2 hours

Maximum Marks : 50

(Weightage : 40%)

Note : Answer *all* questions. All questions carry equal marks. Illustrate your answers with suitable examples and diagrams, wherever necessary. Write relevant question number before writing the answer.

1.1 Explain with examples the various input devices. Highlight the importance of barcode as an input device in libraries.

OR

1.2 What do you understand by application software ? Discuss the features of MS-Excel.

2.1 Why do we need data compression ? What are the different data compression techniques and strategies ?

OR

2.2 Explain the technical and other features of Linux that make it an increasingly preferred operating system.

3.1 “India is rapidly moving towards an information society.” Discuss this statement.

OR

3.2 Explain the impact of information society on the information profession.

4.1 Write the steps for creating a simple PowerPoint presentation. How will you add Clip Arts and Word Arts in a PowerPoint presentation ?

OR

4.2 Assume that you have taken charge of a library that has only MS-Office application software. Identify operations in the library where you can use MS-Access and MS-Excel.

5.0 Write short notes on any *two* of the following in about 250 words each :

- (a) BIOS
 - (b) Bandwidth
 - (c) AutoContent Wizard
 - (d) CD-ROMs in libraries
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