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

Term-End Examination

December, 2013

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 the input - output processes listing the various input and output devices.

OR

1.2 Differentiate between sequential and direct storage devices bringing out the advantages and disadvantages of using each.

2.1 What do you understand by Communication media ? Briefly explain the nature of different types of communication media.

OR

2.2 Optical discs have been an important storage media in libraries. Explain the characteristics and types of optical discs.

3.1 What are the components of the Linux system ?
Explain Linux Kernel and its modules.

OR

3.2 What is National Information infrastructure ?
Explain its various components.

4.1 What is mail merge in MS - Word ? Write the
steps involved in creating a mail - merge.

OR

4.2 What is a workbook and worksheet in
MS - Excel ? Enumerate the types of charts
available in MS - Excel.

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

- (a) ISDN
- (b) Macros
- (c) Shell Script
- (d) Communication Software
