POST GRADUATE DIPLOMA IN LIBRARY AUTOMATION AND NETWORKING (PGDLAN)

Term-End Practical Examination

December, 2013

MLIL-001 : INTRODUCTION TO COMPUTERS

00750

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. Under MS-Dos, perform the following tasks :   10

    (a) Create a batch file 'dispfile.bat' to display all files under C:\drive in sorted order

    (b) Create a directory 'Labs' under C:\ drive

    (c)   Create a file 'work.txt' under 'Labs' directory

    (d)   Rename 'work.txt'as 'exercise.txt'.

2.   In windows, perform the following tasks :   **10**

    (a)   Create a sub-folder 'Lab1' under 'Labs' folder.

    (b)   Move the file 'work.txt' from 'Labs' to 'Lab1' folder.

    (c)   Create a file 'course work.txt' using note pad under 'Lab1' folder.

    (d)   Delete 'work.txt' file.

3.   Perform the following tasks :   **10**

    (a)   Using Paint Brush create a rectangle. Fill it with colour of your choice. Save this image as 'labsample.jpeg' under 'lab1' folder.

    (b)   Use calculator and do the calculation 1987.93×3872.17

    (c)   Copy 'Lab1' folder directly under C:\ drive using shortcut key.

    (d)   Autohide taskbar.

4.   Perform the following tasks in windows :   **10**

    (a)   Change the display font size to 14.

    (b)   Change your desktop theme to a new one.

    (c)   Change the appearance of the desktop icons.

    (d)   Arrange all items on your desktop as per type of the file item.

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