

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

**Term-End Practical Examination 00300**

**December, 2012**

**MLIL-001 : INTRODUCTION TO COMPUTERS**

*Time Allowed : 2 Hours*

*Maximum Marks : 50  
(Practical Work : 40  
Viva Voce : 10)  
(Weightage : 40%)*

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**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) Create a folder on the desktop with the name DOWNLOADS and create a blank MS-Word file in the folder DOWNLOADS.
    - (b) Set the display properties of desktop with background position as Stretch.
    - (c) List the icons in My Documents to Thumbnails.
    - (d) Create a folder with the name GAMES in (C:) drive and paste a file on it without opening the folder.
    - (e) Rename the folder GAMES in (C:) drive to CRICKET.
  
  2. Use the command prompt C:\ to : 10
    - (a) View the current version of microsoft windows along with the copyright year.
    - (b) Create a file 'works.txt' and enter 10 subject marks in this file.
    - (c) Rename the file 'works.txt' to 'marks.txt' and view the current path designations.
    - (d) Sort 'marks.txt' in descending order of marks.

3. Run Unix Commands to :

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- (a) List the names of files in your home directory.
  - (b) Create a new directory called imp in your home directory.
  - (c) Remove the imp directory from your home directory.
  - (d) Change the working directory to root directory.
  - (e) Activate unix manual for 'IS' command.
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