

POST GRADUATE DIPLOMA IN LIBRARY
AUTOMATION AND NETWORKING
(PGDLAN)

Term-End Practical Examination

December, 2016

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 the output in your system which will be checked by the examiner.
 - (iv) Printout of the answers wherever required should be taken.
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1. In DOS, perform the following task at the C:\ command prompt, create a batch file with the file name "mydosfile.bat" which on running should : 10
- (a) display directory structure
 - (b) clear screen
 - (c) display the content of file "mydosfile.bat"

2. Write a Shell Program in which an infinite loop prompts a user for file names to be removed and remove the files. Use trap to exit when finished. 10
 3. Make a document using MS-Word and do the following task : 10
 - (a) Put Bullets and Numbers
 - (b) Apply Various Font Parameters
 - (c) Apply Left, Right and Centre Alignments
 - (d) Apply hyperlinks
 - (e) Insert Pictures
 - (f) Insert Clipart
 - (g) Show the use of Word-Art
 - (h) Add Borders and Shading
 - (i) Show the use of Find and Replace
 - (j) Apply header/footers
 4. Make a presentation using MS-PowerPoint on "Computer Application in Library Science" and apply the following : 10
 - (a) Add audio and video effects
 - (b) Apply various colour schemes
 - (c) Apply various animation schemes
 - (d) Apply slide show
 - (e) Put the slide show in Loop
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