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MLIL-001

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

Term-End Practical Examination, 2019

MLIL-001 : INTRODUCTION TO COMPUTERS

Time : 2 Hours

Maximum Marks : 50

(Practical Work : 40

Viva Voce : 10)

(Weightage : 40%)

Note : Attempt all questions. Show the output to your examiner.
Save the output in your system which will be checked by
the examiner. Printout of the answers wherever required
should be taken.

1. In Windows perform following task : [10]
- (a) Set the printer to Adobe PDF as default and create a PDF file using the print command.
 - (b) Change the Keyboard language to Hindi
 - (c) Reverse your Mouse buttons



- (d) Move the task bar from the bottom of the screen to the top of the screen
- (e) Using Paint brush, create a colourful design and make it your screen saver of windows.
2. Write a shell script that takes a name of a folder, and delete all subfolders of size 0. [10]
3. Create a spreadsheet in MS-Excel with following marks of students in different subjects : [10]

	A	B	C	D	E	F	G
1	S.No.	Name	Physics	Chemistry	Maths	Total	Average
2	1	Ashish	56	90	34		
3	2	Mehak	45	89	88		
4	3	Sonam	78	78	88		
5	4	Monika	76	82	62		
6	5	Shashi	71	82	82		
7	Max Marks						
8	Total Appeared						
9							
10							
11							

- (a) To calculate the Total Marks as sum of Physics, Chemistry and Maths for each student and display them in column F.

- (b) To calculate the average marks for each student and display them in column G.
- (c) To calculate the highest marks in these subjects and display it in cell C7, D7 and E7
- (d) To calculate the total number of students appearing for the Physics, Chemistry and Maths Test and display it in cell C8, D8 and E8 respectively.

Make a Power Point presentation on "Type of Libraries": [10]

- (a) Create maximum 5 slides
- (b) Use different layouts and background design
- (c) Insert smart Art Graphic in one slide
- (d) Add bulleted list with animation effects
- (e) Set different slide transition effects

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