

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

Term-End Practical Examination

June, 2010

00925

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 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 NATURE in My Documents and copy a file in this folder;
 - (b) Change the name of the folder NATURE to ENVIRONMENT;
 - (c) List the icons in My Documents and arrange them by type;
 - (d) Set the display properties of desktop for a screen saver with a wait time of 2 minutes and monitor turn off after 10 minutes;
 - (e) Copy a file from one directory to another by dragging.

 2. Use the command prompt C : \ to : 10
 - (a) View the currently set path designations;
 - (b) Create a file 'my friends.txt' and enter 10 names in this file;
 - (c) Sort 'my friends.txt' in ascending order of names;
 - (d) Rename the file 'my friends.txt' to 'my friendst.txt'.

3. Run Unix commands to :

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- (a) List the names of files in your home directory;
 - (b) View status of the processes running on the system;
 - (c) Terminate one of the running processes using 'kill' command;
 - (d) Change the permissions of a file in your home directory so that group and others have read permission only;
 - (e) Activate unix manual for 'ls' command.
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