

Set IV

Code: 1755/2K6
Batch - D
Date: 18-09-06
Time: 2-5pm

FACULTY OF SOCIAL SCIENCES
MLISc Examination
Subject: Library Science

Paper VIII: Information Technology – Practicals

PART – A
(Written Part)

Time: 1 hour

Max. Marks: 40

Note: 1) Answer any **EIGHT** of the following short note questions
2) Each question carries **FIVE** marks

1. What is an Operating System? Give Examples.
2. What are the major icons seen on a desktop. Describe any two of them.
3. How you locate a file in a directory/drive of the system.
4. What is the use of MailMerge ?
5. What are the major tasks performed by PowerPoint?
6. What is the procedure following in adding a new record to the existing ACCESS database ?
7. Name any five mandatory files in CDS/ISIS
8. What are the major steps in creating a database in CDS/ISIS?
9. What is a Worksheet ? Discuss its use.
10. What are domain names ? Give examples.
11. Name any five search engines you have used. Give their URL.
12. What is HTML? Describe its application.

PART – B
(Practical Part)

Time: 2 hours

Max. Marks: 60

Note: 1) Answer any **4 (FOUR)** of the following questions
2) Each question carries **15 (FIFTEEN)** marks
3) Demonstrate/ Show your answer on the computer screen to the Examiner
4) Create a folder on your desktop with your admission number as folder name.
Save your answer into it with respective question numbers as independent files
5) If you are attempting question no.6, use the last four digits of your admission number as database name and leave the database files in the ISIS folder itself.

1. Create an attractive Invitation inviting the library professionals to Librarian's Day (Dr.S.R.Ranganathan's Birth Day) on 12th August. Give Time, Venue and names of Speakers. Use all options available in MS-WORD.
2. As a Librarian send a common letter to five equipment suppliers requesting them to send the details of availability of library furniture, discount, mode of payment, mode of delivery, expected period for supply etc. Provide your address with email ID for contact, Use Mail merge option in MS-WORD to generate the letters to individual suppliers.
3. Use MS-Excel and create a table showing the marks of five students in eight BLISc courses. Names of Students : Ramesh, Suresh, Krishnaveni, Gopal, Radha
Give total marks, percentage and sort the students according to rank order. Draw a bar graph showing the values in the table.
4. Write a search strategy for finding the following information from the CDS database available on your system. Save the results in your folder on the Desktop.
 - i) Agricultural Economics
 - ii) Agricultural Marketing
5. Using PubMed Online database (<http://www.ncbi.nlm.nih.gov/entrez/query.fcgi>) make a search on the topic "Treatment of Heart diseases". Select any five references from the results and save them as a text file in your folder on the Desktop.
6. Using CDS/ISIS (either DOS or Windows version available on the System) design a database with the fields: Author, Title, ISBN, Publisher, Year and Price. Enter the following data. Demonstrate the output by browsing the master file.
 - i) Jonson, Arthur W. (2005). The practical guide to book repair and conservation. Thames and Hudson, 81-99769-47-3, Rs.850
 - ii) Lavender, Kenneth and Scott Stockton. (2004) Book repair: A how-to-do-it manual for librarians. Neal-Schuman publishers, 82-371-0213-1, Rs.450
 - iii) Lorist, J. Standards for digital libraries and archives: Digital longevity. Thames and Hudson, 88-687-2345-6, Rs.350.
 - iv) Lupvici C and Masanes J. (1999). Metadata for longterm preservation. The World Press, 77-756-5466-2, Rs.760
 - v) Haynes, David (2004). Metadata for information management and retrieval. Facet publishing, 1-85604-489-0. Rs.4000.