

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

**Term-End Practical Examination  
December, 2024**

**MLIL-001 : INTRODUCTION TO COMPUTERS**

*Time : 2 Hours*

*Maximum Marks : 50*

*Practical Work : 40*

*Viva Voce : 10*

*Weightage : 40%*

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**Note :** *Attempt **all** questions. Show the output to examiner. Save your output in your system which will be checked by the examiner. Printout of the answers wherever required should be taken. 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 : 10
  - (a) Create a folder on the desktop and name it 'Photos'. Move some sample images from the other folders to the 'Photos' folder.

- (b) Change the desktop background to a custom image from the 'Photos' folder.
  - (c) Open the Windows Control Panel and change the screen resolution to a different setting.
  - (d) Use the Windows Task Manager to view the currently running processes and applications.
  - (e) Configure the network settings, including IP Address, Subnet Mask and Default Gateway.
2. Write a shell program to find the number of files or folders present inside a given directory. 10
3. Write a batch file in DOS that set /P commands, prompt the user to enter the cost price and selling price. Then set /a command, that calculate the difference between the selling price and cost price to determine the profit or loss. If the profit is less than zero, the program calculates the absolute value of the loss to display else display the absolute value of profit. 10

4. Prepare a MS-Excel sheet showing the library users visits in the format given below : 10
- (a) Name the Excel sheet as 'Library-Visit'.
  - (b) Enter the data of 10 library users for a given date as given below.

In the first row of the sheet, enter the following column headers :

- Date
- Time-In
- Time-Out
- Duration
- User-ID
- Notes

Starting from the record row, enter the data for each user. In the 'Date' column, enter the date of the visit in the format 'dd/mm/yyyy' and in the 'Time-In' column, enter the time at which the user entered the library in the format 'hh:mm:ss AM/PM'. Enter any numeric User-ID and text for notes.

- (c) In the 'Time-Out' column, enter the time at which the user left the library in the format 'hh:mm:ss AM/PM'.
- (d) In the 'Duration' column, subtract the 'Time-In' from the 'Time-Out' to calculate the duration of the user's visit in hours and minutes.
- (e) Create a graph to visualise the total user visits in library for a specific day.

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