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**MLIL-001**

**POST GRADUATE DIPLOMA IN  
LIBRARY AUTOMATION AND  
NETWORKING (PGDLAN)  
Term-End Practical Examination  
December, 2025**

**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 your examiner. Save your output in your system which will be checked by the examiner. Printout of the answer 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 examinations on these sheets. Candidates are required not permitted to use any manual/handbook in carrying out the practical.*

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1. In windows, perform the following tasks : 10
  - (i) Create a new document and convert it into PDF file format.
  - (ii) Change the date and time of your system.
  - (iii) Move the task bar from the bottom of screen to top of the screen.
  - (iv) Take a screenshot of your computer system.
  
2. In MS-DOS, perform the following tasks : 10
  - (i) Create a file 'learner.txt' under IGNOU directory.
  - (ii) Rename 'learner.txt as learner\_exam.txt'.
  - (iii) Create a batch file 'displayfile.bat' to display all files under C:\ drive in sorted order.
  - (iv) Create another batch file Text.BAT.

3. Create a spreadsheet in MS-Excel with the following marks of students in different subjects of LIS : 10

	A	B	C	D	E	F	G
1	Sl. No.	Name	Library Management	Reference sources and services	ICT in libraries	Total	Average
2	1	Aaron	45	70	67		
3	2	Braydn	70	63	78		
4	3	Devin	58	50	54		
5	4	Ethan	60	45	50		
6	5	Marco	65	75	67		
7	Max	Marks					
8	Total	Appeared					

- (i) To calculate the total marks as sum of library management, reference sources and services and ICT in libraries for each student and display them in column F.
- (ii) To calculate the average marks for each student and display them in column G.

- (iii) To calculate the highest marks in these subjects and display it in cell C7, D7 and E7.
  - (iv) To calculate the total number of students appearing for the library management, reference sources and services and ICT in libraries test and display it in cell C8, D8 and E8 respectively.
4. Make a PowerPoint presentation on 'Artificial Intelligence in Libraries' : 10
- (i) Create maximum 7 slides.
  - (ii) Change the slides design and text colour.
  - (iii) Insert table and charts in some of the slides.
  - (iv) Apply animation to all the slides.

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