

**S.D.E.**  
**PRACTICAL EXAMINATIONS IN B. LIB. & INFORMATION**  
**SCIENCE (2014 COURSE) : SUMMER - 2019**  
**SUBJECT: COMPUTER PRACTICAL – III**

Day: Saturday  
Date: 04/05/2019

09.00 AM Onwards

Max Marks:75

**S-2019-5292**

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N.B.

- 1) All questions are COMPULSORY.
  - 2) Figures to the right indicate FULL Marks.
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Q.1(A) Prepare a database of **Library Books** using **MS Access/MS Excel**.The database should contain minimum Ten records and each records must contain minimum five fields. Take Print out or show the screen display to the examiner. (15)

Q.1(B) Sort the same database according to author and Year of Publications. Show the display to the examiner. (15)

Q2(A) Use MS-Word and prepare a letter to the Librarian to requesting to subscribe “ Darpan “ magazine for the Library users. (15)

Q.2(B) Display Subject in the bold and at the Centre of the letter and highlight the importance of the magazine in italics. Make the display more appropriate and take print or show it to the examiner on screen. (15)

Q.3 Oral (15)

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