

B.LIB & I.SC. (2014 COURSE) PRACTICAL EXAMINATION SUMMER 2018
SUBJECT: COMPUTER PRACTICAL – III

Day: Thursday

Time: 9.00 a.m onwards

Date:03/05/2018

Max Marks:75

N.B.

- 1) All questions are COMPULSORY.
 - 2) Figures to the right indicate FULL Marks.
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Q1(A) Prepare a database of **Library Journals** 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 name of **Supplier and Frequency**. Show the display to the examiner. (15)

Q.2(A) Use MS-Word and prepare a letter to the Principal to requesting to extend Reading Hall Timing for Examination. (15)

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

Q.3 Oral (15)
