SUBJECT : INFORMATION TECHNOLOGY APPLICATIONS IN LIBRARY(COMPUTER PRACTICAL)

Day : Saturday	**W-2018-4833**	**Time :** _09.00 AM Onwards
Date : 27/10/2018		**Max Mark : 75**

N.B. : 1) All question are **COMPULSORY**

2) Figures to the right indicate **FULL** marks

3) Take Printouts /Terminal display for the **Q**. Nos. 1 and 2

4) Write the procedure used on your Answer Paper in brief

Q. 1 (A) Prepare a database of **Journals** available in libraries using MS
Access/MS Excel on the **topic Library and Information Science.**
The database should contain minimum **Ten Records** and each record
Must contain minimum **Ten Fields**. Take Print out or show the Screen
Display to the examiner. (15)

Q. 1 (B) Sort the same database according to **Subject, name of Guide,**
Researcher and Year and show the display / printout to the examiner (15)

Q. 2 (A) Use MS-Word and prepare a letter to the Librarian to accept
donation of documents for library in the subject Biological Sciences
and also acknowledgement to the donor. (15)

Q. 2 (B) Display **Subject** in bold and at the **Center** of the letter and
highlight the reason of donation of books in **Italics and bold.**
Highlight **donar's name** in the acknowledgement in **Italics** (15)

Q. 3 Practical Oral (15)