

**POST GRADUATE DIPLOMA IN
LIBRARY AUTOMATION AND
NETWORKING (PGDLAN)
Term-End Practical Examination
June, 2026**

MLIL-001 : INTRODUCTION TO COMPUTERS

Time : 2 Hours

Maximum Marks : 50

(Practical Work : 40)

(Viva Voce : 10)

(Weightage : 40%)

Note : (i) *Attempt all questions.*

(ii) *Show the output to your examiner.*

(iii) *Save your output in your system
which will be checked by the
examiner.*

(iv) *Printout the answers, whenever,
required should be taken in a sheet
duly signed by RD with his/her
stamp. Write your Roll No. study
centre and date of examination on
these sheets.*

(v) Candidates are required not permitted to use any manual/handbook in carrying out the practical.

1. In Windows perform the following tasks : 10
 - (i) Create a new word document
 - (ii) Apply the hyperlinks within the document.
 - (iii) Add SmartArt on the document.
 - (iv) Write a review comments on the existing word document.
2. In MS-DOS perform the following tasks : 10
 - (i) Create a batch file DEMO.BAT.
 - (ii) Display the content of a file.
 - (iii) Test the batch file and display the content of the file if it is available on the current location.
 - (iv) Create another batch file PROF.BAT.

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3. Create a file in MS-excel containing names of 15 students with their marks in five subjects. 10
- (i) Add a bar chart to present this data.
 - (ii) Sort and filter data in an ascending order.
4. Make a power point presentation on 'NEP : 2020 and Libraries' : 10
- (i) Create minimum 5 slides
 - (ii) Change the slides design
 - (iii) Insert SmartArt Graphic and media clip in some of the slides.
 - (iv) Create a hyperlink within the text available.

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