

Faculty of Social Sciences
M.L.I.Sc. II Semester
Paper VII: Information Technology (Practical)
Marks: 80

Time: 60 Min.

- Note:** i) Answer any FOUR questions & all questions carry equal marks
iii) Demonstrate/Show results on the computer screen
iv) Create a folder on your desktop with your HT No. and save your answers into it.

1. Department of Library and Information Science is organizing a conference "**Information Literacy in Covid Times**" on 4th and 5th January 2021. Delegates have registered to attend the conference.

Write a letter to delegates listed below that their registration is complete and also invite them to the conference with necessary details, such as venue, schedule, contact person details such as, email ID, phone numbers etc. Also ask the delegates to carry their ID Cards. Use Mail Merge option.

Sl. No.	Name	Designation	Address	Address
1.	Mr. Apurba	Associate Prof	DLIS, Assam University	Guwahati
2.	Ms. Sushmita	Assistant Prof	DLIS, Pune University	Maharashtra
3.	Ms. Laxmi	Professor	DLIS, Madras University	Chennai

2. Using MS PowerPoint create are minimum six slides showcasing your University Library and Highlighting about the University Library (Inception, Services, Collection, Sections etc.) and contact information.

Note: Use Comic Sans MS font, give a theme design to the slides, insert appropriate picture from give a header and footer (**University Library. as header and today date as footer**).

3. Using CDS/ISIS, design a data base with the following records. Demonstrate the output by browsing the master file. Demonstrate the methods of searching the database by truncation method.

- Dority, Kim. (2012). LIS Career Sourcebook: Managing and Maximizing Every Step of Your Career. Denmark: Y. K. Publishers. ISBN 8185070911. Acc. No. 90679
- Wise, Susan. (2015), The Well-Educated Mind: A Guide to the Classical Education You Never Had. New York, Norton, W. W. & Company, Inc. ISBN:9780393080964. Acc. No. 90677

4. Provide us the brief information on **American Institute of Physics (AIP)** (listed on KU website) along with their contact details. Also list covid-19 resources offered by AIP. (Note the URL or source pages in MS Word document).

5. Search IIT Delhi Institutional Repository and search Mechanical Engineering and list out the number of items shown along with website etc details.

6. Create a blog and post with following details:
(Note: the text should appear as below, list the URL of the Blog)

Title: Kakatiya University

Kakatiya University was established on 19th August, 1976 to fulfill the aspirations of the Andhra people for higher education.

FACULTY OF SOCIAL SCIENCES
M.L.I.Sc. (II Semester) Examination
Paper VII: Information Technology (Practical)

Time: 90 min

(Marks: 80)

- Note:**
- i) Answer any FOUR questions
 - ii) All questions carry equal marks
 - iii) Demonstrate/Show results on the computer screen
 - iv) Create a folder on your desktop with your HT No. and save your answers into it.

1. Create a word document using MS WORD requesting M/s Overseas Press India Ltd, Ansari Road, New Delhi requesting to supply the following books as the Librarian of Kakatiya Govt. College, Hanamakonda in an impressive way. Also use the Header and footer option.
 - 1. Managerial Economics by P. Athmanand, 4 copies, Rs. 375.
 - 2. Hand book for Sound Engineers by Glen M. Ballou, 7 copies, Rs. 450.
 - 3. Academic Libraries in South Asia by Lind Conway Correll, 5 copies, Rs. 725.
 - 4. Eating Disorder by Geoff Russell, 5 copies, Rs. 275
 - 5. The Art of Online Marketing by Larry S. Bonura, 10 copies, Rs. 250.
2. Using MS Excel, create a table for the following Journal subscribed by a library. Calculate the total annual budget. Assign heading.
(Conversion rates: 1 US Dollar = Rs. 53.50 1 UK Pound = Rs. 86)
 - 1. Journal of Global Ethics (USA) \$ 164 per annum
 - 2. British Medical Journal (UK) 380 Pounds per annum
 - 3. Journal of Financial Econometrics (UK) 528 pounds per annum
 - 4. California Management Review (USA) \$ 250 per annum
 - 5. Gyanodaya(India), Rs. 500
3. Using CDS/ISIS, design a data base with the following records. Demonstrate the output by browsing the master file. Demonstrate the methods of searching the database by truncation method.
 - 1. Managerial Economics by H.L. Ahuja. W.W.Norton Ltd, New Delhi, 2005.
 - 2. Information Explosion and Knowledge Management by William Lea, Croom Helm, London, 1986.
 - 3. Academic Library Services in Higher Education by K. Rajasekharan and V. Panniker Nair, ESS ESS, New Delhi, 2009.
 - 4. Information Technology Impact on Libraries by B. Satyajit, Cosmo publications, New Delhi, 2008.
 - 5. Exceptional children, their behaviour by Chintamani Kar, Sterling, New Delhi, 1992.
4. Enter the records given in Q.No. 3 in SOUL library software and retrieve records by Author, title, Name of the publisher.
5. List out the number of journal titles in *Information Science* subject on **Taylor and Francis** and details of the *current issue* (Table of Contents) of the online journal "Nature", international weekly journal of science (Full- text e- resources), on the Kakatiya University Website, (<http://www.kuwarangal.com>)
6. Create your blog through www.blogspot.com.

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1. Using MS WORD, write a letter to the following furniture suppliers requesting them to send their lowest rates for the supply of Office Chairs (20 Nos), Tables (12Nos), Almirahs (5 Nos) along with details of availability of stock, mode of payment, expected period of supply, mode of delivery etc. Use mail merge option.

1. B. K. Furniture Works, Near Mulugu Road, Warangal
2. Lords Furniture, Himayathnagar, Hyderabad.
3. Shri Padmavathi Furniture Works, J B Bazar, Thorur, Warangal
4. Unique Enterprises, Toli Chowki, Hyderabad.
5. Modern Living, Ameerpet, Hyderabad.

2. Prepare a salary bill of the Library and estimate the total amount required for the following staff using MS-EXCEL.

- | | | |
|----|--|-----------|
| 1. | Librarian; Basic pay Rs.39,000/- | 1 person |
| 2. | Deputy Librarian; Basic pay Rs. 35,000/- | 2 persons |
| 3. | Asst. Librarian; Basic Pay Rs. 18,000/- | 5 persons |

Calculate their salaries with 51% DA and 20% HRA and Rs. 400 CCA.

3. Using CDS/ISIS, design a data base with the following records. Demonstrate the output by browsing the master file. Demonstrate the methods of searching the database by term dictionary.

1. T. Aswath Khanna. "Intentional Interviewing and Counseling in Multicultural Society" ISBN 919-343-783-X. Acc. No. 98040
2. George Homans. "The Nature of Social Science", Karger, New Delhi, 2002. ISBN 97-8015-665-3. Acc. No. 944578
3. Allen, Ivey. "Thesis and Project" ISBN 81-6753-983-2. Acc. No. 98932, 98033, 98034.
4. Colbert, V.P. "The Magical World of Narnia" ISBN 81-8356-563-2. Acc. No. 98028
5. R.M. Georgebrough. Computer Networks. ISBN 81-73480234-6. Acc. No. 98721.

4. Enter the records given in Q.No. 3 in SOUL library software and retrieve records by Author, title, Acc.No. in OPAC.

5. List out the number of titles in Library Science discipline on J-STOR and details of the current issue (Vol no., issue etc.) of the online journal "Nature", international weekly journal of science (Full-text e-resources), on the Kakatiya University Website (<http://www.kuwarangal.com>)

6. Create your blog through www.blogspot.com.

Faculty of Social Sciences
M.L.I.Sc. II Semester (2021-22)
Paper VII: Information Technology (Practical)

Marks: 80

Time: 90 Min.

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iii) Demonstrate/Show results on the computer screen

iv) Create a folder on your desktop with your HT No. and save your answers into it.

1) a) Prepare a salary bill of the KITW Library and estimate the total amount required for the following staff using MS-EXCEL.

1. Librarian; Basic pay Rs. 55,000/- 1 person
 2. Deputy Librarian; Basic pay Rs. 35,000/- 2 persons
 3. Asst. Librarian; Basic Pay Rs/ 30,000/- 5 persons
 4. Library Assistant : Basic Pay Rs 15000 -8 persons
- Calculate their salaries with deductions of 20% HRA and Rs. 5540 CCA and after calculation show the data in Pie chart.

2) Using MS PowerPoint create are minimum four to six slides showcasing the Elsevier Science database from Kakatiya University homepage, and create slides such as About Elseviers, collection, Usage statistics and contact information.

Table 1. Total Number of Logins

	March	May	July	Sept	Nov	Jan
Logins	9214	7926	2951	4625	1658	1219

Note: Use Arial Black font, give a theme design to the slides, insert pie chart for Usage Statistics chart given above

3) List out the number of journals listed in **Information Science** subject in **Taylor & Francis Online** database on E-journal database from KU homepage. Access latest issue of **College & Undergraduate Libraries journal**. Are there any special issues for this journal, if so, list out the latest issue (bibliographic details)

4) Inform following University Library members that library is conducting a Online Course on Crisis Management from 20 th – 24 th October, 2022 , from 10.00 am to 1.00 pm to increase the potential of the students. Ask them to join the course using Mail Merge option.

Title	Name	Address	Address2	City
Mr.	Maddi Deepak	Mr Tom Thompson 15	Shefali Nagar	Bellampally
Mrs.	Sanvi Patel	34 George Stree	Rathod Nagar	Ratnagiri
Dr.	Kannan Pillai	Mr Scott Brooke 45	Soundarajanpet	Trivandram
Prof.	Sohan Lal	23 Mullins Rd	Vilivakam	Chennai
Mr.	Bijoy Chakraborty	Llandaff Rd	Shantapur	Bengalur
Ms.	Srisha Jain	Bally Rd Bondi	Vellore	Salem
Dr.	Punnet Ram	Halampur Rd.	Karaikudi	Thirpur

5) Create your blog through www.blogspot.com and post the following text and link the term National Digital Library with the URL (<https://ndl.iitkgp.ac.in/>)

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1) Type a letter inviting faculty to Orientation programme on **Web of Science** on 19 th Oct, 2022 at 2.00 PM. University Library. Save your letter and send the same to eight (8) faculty members (assume Name and Address, for ex: Name, Designation, Department, University etc.) using Mail Merge option. **Note:** Your letter should tell about the **Web Of Science database** listed on Kakatiya University Homepage along with invitation.

Also ask the delegates to carry their ID Cards. Use Mail Merge option.

2) Create MS Access Database and retrieve records based on name & city

Title	Name	Address	City	State	Pin
Mr	Yogesh	Vidyanagar	Hanamakond	Telangana	500066
Prof.	Vignesh	5492 Jubilee	Hyd	Telangana	506009
Mrs	Sangeetha	902 East Luc	Puri	Orissa	504008
Ms	Ammu	Veta pallem	East Godavar	AP	505008

3) Access **Economic Political Weekly** database listed on Kakatiya University website. Access Vol. 1 Issue No. 38, 17 Sep, 1949 and list out the contents and download the pdf version of the article titled "Dull Again". Also list latest issue and its contents.

4) Access National Digital Library of India (NDLI) and list out the resources for persons with AUTIS (Disability). Write briefly the efforts of NDLI for persons with disability. List two Android mobile apps provided for AUTISM. Please provide Source of Page.

5) Access Hathitrust Digital Library and list out when was it launched, its total collection, and download any book and also list out the catalogue details too.

6) Create a webpage (with html tags) with following details:
(Note: the text should appear as below)

ABOUT KU

Kakatiya University was established on 19th August, 1976 to fulfil the aspirations of the Telangana people for higher education. It is located in the historical city, Warangal, the erstwhile seat of the Kakatiya rulers.

Historical City of Warangal

The historical monuments of this region with excellent architectural styles have been attracting a wide variety of people from various parts of the world.

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Mrs	Sangeetha	902 East Luc	Puri	Orissa	5040
Ms	Ammu	Veta pallem	East Godavar	AP	5050

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