M.Lib/2yrs/Sem II/VI

Master of Library and Information Science (2 Years Course)
Semester – II Examination 2007
Library and Information Science
Paper VI : Computer Applications Practical

Time : 30 Minutes   **Marks :** 20

(Write your Roll No. at the top immediately on the receipt of this question paper)
SECTION – A

Answer in one to three sentences. Each question has 1 mark. Attempt all questions.

1. DOS stands for _____ .

2. Microsoft Word is a/an _____ software.

3. Differentiate between absolute and relative path.

4. Differentiate between Save and Save As options?

5. Give the syntax of MOVE command.

6. Windows XP is a/an_____software.

7. Write the shortcut keys for cutting a text in a Word document.

8. What is the current generation of Desktop computers?

9. How do you identify ASCII and Binary files?

10. What is a Hyperlinking?

11. Differentiate between digital and analog.

12. In Microsoft Word, key F7 is used to invoke which option?

13. Differentiate between internal and external commands.

14. Give the syntax of COPY command in MS-DOS.

15. Print preview comes under which Menu in Microsoft Word?

16. What is the file extension of MS-Word file?

17. Differentiate among left, right and justification alignment.

18. Differentiate between Hardware and Software.

19. Ruler comes under which Menu in Microsoft Word?

20. Differentiate between Landscape and Portrait printing?