COMPUTER APPLICATION PRACTICAL

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Description

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COURSE NO.MLIS-204 COMPUTER APPLICATION PRACTICAL

UNIT-1 USE OF OPERATING SYSTEMS 1.1 WINDOWS-7 1.2 Linux

UNIT-2 USE OF APPLICATION SOFTWARE 2.1 MS Office- (MS-WORD,POWERPOINT,EXCELL) 2.2 Creation of the following items by using

computer: a) Official letters b) Reminder to users c) Accession Register d) Annual Report and budget sheets; 2.3 Use of Library Software Packages

UNIT-3 INTERNET SEARCHING 3.1 Usages of Search Engines 3.2 Exploring and identifying reference sources on the Internet 3.3 Searching of Open Access databases

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