

Paper- B-105 - BASICS OF INFORMATION TECHNOLOGY IN LIS (Practical)



UNIT – I: Operating Systems and Application Software

Click Title for Old Question Papers.

Installation and Functions of Different Operating Systems: Window XP, Vista, Windows NT, Linux

Setting of Desktop, Library Server and its Maintenance

Creating Presentations with PowerPoint

Editing and Formatting Word Documents

UNIT – II: Database Creation and Library Software

Installation and Creation of Databases: Import, Export, Hyperlinks and Printing of Records using WINISIS

Alice for Windows: Installation, Configuration and Functions

Installation, Configuration and Application of SOUL

UNIT – III: Database Web Interface

GENISIS: Installation, Configuration and Functions

Web Interface to WINISIS using GENISIS

UNIT – IV: Online and Offline Searching

Web Searching

Advanced Internet Searching

Search through Meta Search Engines

Offline Databases

Internet and E-mail

Recommended Books

1. **CHOWDHURY (G G)** and **CHOWDHURY (Sudatta)**. Searching CD-ROM and online information sources. 2000. Library Association, London.
2. **CHOWDHURY (G G)** and **CHOWDHURY (Sudatta)**. Organizing information : from the shelf to the web. 2007. Facet Publishing, London.
3. **COOPER (Michael D)**. Design of library automation systems: file structures, data structures and tools. 1996. John Wiley, New York.
4. **INFLIBNET**. Software for university libraries user manual.2003. INFLIBNET, Ahmedabad.
5. **NEELAMEGHAN (A)** and **LALITHA (S K)**. Tutor + : A learning and teaching package on hypertext link commands in WINISIS. 2001. Sarada Ranganathan Endowment for Library Science, Bangalore.
6. **NEGUS (Christopher)**. Linux bible. 2005. John Wiley, New York.
7. **SIMPSON (Alan)**. Windows XP bible. 2004. John Wiley, New York.
8. **UNESCO**. CDS/ISIS for windows: reference manual v1.5. 2004. UNESCO, Paris.
9. **WALKENBACH (John), et al.** Office 2007 bible. 2007. John Wiley, New York.
10. **WINSHIP (Ian)** and **McNAB (Alison)**. The student's guide to the Internet.2000. Library Association, London.