

## **LIS- 204 Information Technology (Practice)**

**(4 credits)**

### **Objective:**

- To impart practical know how of different Operating Systems, word processors, Spreadsheets and developing bibliographic databases using select packages.

**Method of instruction:** Computer demonstration and exercises in the laboratory will form the method of instruction. The course will follow practical examination carrying 80 marks, consisting 4 problems of 15 marks each to be solved in 2 1/2 hrs followed by a viva of 20 marks(1/2 hrs). The internal assessment of 20 marks will be based on attendance and practical performance in internal assessment test.

### **Unit I: Operating Systems**

#### **1.1 MS DOS (latest available)**

Practical 1.1.1: Introduction to DOS Command Prompt. Working with Directory Commands MD, CD, RD, and TREE.

Practical 1.1.2: Introduction to Internal DOS Commands

Practical 1.1.3: Introduction to External DOS Commands

Practical 1.1.4: Batch Commands and XCopy commands.

Practical 1.1.5: Wild cards in Dos and Dos help.

#### **1.2 WINDOWS (latest available)**

Practical 1.2.1: Introduction to Windows, Windows Desktop, Icons, Taskbar and Start Button.

Practical 1.2.2: Using Scroll Bars, Dialog Boxes and Toolbars, Files and Folders.

Practical 1.2.3: Using Control Panel for customizing Windows.

Practical 1.2.4: Introduction to Windows Accessories, Search and Run Features.

Practical 1.2.5: Add remove Programs/Hardware

### **Unit II: Word Processor & Spreadsheet**

#### **2.1 MS WORD (latest available)**

- Practical 2.1.1: Creating and editing a document.
- Practical 2.1.2: viewing and Inserting various objects and utilities in document.
- Practical 2.1.3: Formatting a document with different attributes
- Practical 2.1.4: Tools for Security, Letters and Mailing.
- Practical 2.1.5: Designing and insertion of different tables etc

## **2.2 MS EXCEL (latest available)**

- Practical 2.2.1: Introduction to Creation, Editing and Saving of Excel.  
Workbooks and Workspaces. Inserting worksheets, rows and columns. Working with Cells and Ranges.
- Practical 2.2.2: Working with Excel Functions like Date and Time, Math and Trig, Statistical, Text and Logic.
- Practical 2.2.3: Working with Excel Charts.
- Practical 2.2.4: Changing worksheet Layout, Other Formatting Options.
- Practical 2.2.5: Goal Seek and Creation of Lists.

## **Unit III: General Databases**

### **3.1 MS ACCESS (latest available)**

- Practical 3.1.1: Creating a Blank Database in Access.
- Practical 3.1.2: Working with Tables using design view, using wizard and by entering data.
- Practical 3.1.3: Creating Queries
- Practical 3.1.4: Understanding relationships.
- Practical 3.1.5: Creating Forms.

## **Unit IV: Bibliographic Databases**

### **4.1 Special Purpose application software: CDS/ISIS.**

- Practical 4.1.1: CDS/ISIS – Systems Overview, Creation of FDT, Data Entry Worksheet, Print/Display Format, Field Select Table.
- Practical 4.1.2: Data Entry Services, Formatting Language.
- Practical 4.1.3: Data retrieval Services. Data Import & Export.
- Practical 4.1.4: Sorting & Printing Services, Master File Services.
- Practical 4.1.5: Familiarization with WINISIS.

## **Suggested Readings:**

- Aswal, R.S. (2003). *CDS/ISIS for windows: A Handbook for Librarians* New Delhi: Ess Ess Pub.
- Andersen, Virginia.(2003).*How to do everything with Microsoft Office Access 2003*.New York: McGraw Hill
- Boxton, Andrew., & Hopkinson A.(2001). *The CDS/ISIS for windows handbook*. UNESCO.
- Cooper, Jim. (2002). *Using MS-DOS 6.22(3rd ed)*. Indianapolis, Ind: Que.
- Fehily, Chris. (2005).*Windows XP*.Berkeley, CA: Peachpit.
- Flynn, Meredith.(2004). *Microsoft Access 2003 expert certification*.EMCparadigm Pub.
- Grauer, Robert T., & Barber, Maryann. (2006).*Microsoft Office Excel 2003: Comprehensive (Rev ed)* . NJ: Pearson/Prentice Hall.
- Hart-Davis, Guy., (2003). *How to do everything with Microsoft Office Excel 2003*.New York: McGraw Hill.
- Kinkoph, Sherry. (2004) .*Teach yourself visually Windows XP*.NJ: Wiley Pub.
- McFedries, Paul .(2005).*Teach yourself visually Windows XP. (2nd ed)*.NJ: Wiley Pub.
- Mathews, Martin.S.,& Cronan, John. (2005).*Microsoft Office Word 2003*.New York: McGraw Hill.
- Moran, Ruth. ,&Johnson, Kelling. (2003).*Windows XP*.NJ: Willey Pub.
- Nair, Raman. (1998). *Basics of CDS/ISIS for DOS*.Delhi: D.K.Pub.
- Norton, Peter. (1996). *Peter Norton's Dos Guide*.Indianapolis, Ind: Brady.
- Preston, John H., Preston, Sally, & Ferett, Robert L (2003)..*Go! With Microsoft Office Word 2003*.NJ: Pearson/Prentice Hall.

Rutkosky, Nita Hewitt., & Seguin, Denise.(2004).*Microsoft Excel 2003*.St.Paul, MN:  
EMC/Paradigm.

Rutkosky, Nita ., & Seguin Denise.(2004).*Microsoft Access 2003*. St.Paul, MN:  
EMC/Paradigm.

Rutkosky, Nita., & Seguin Denise.(2004).*Microsoft PowerPoint 2003*. St.Paul, MN:  
EMC/Paradigm.

Tidow, Rob., Clark, David J., & Toot, Michael S.(2005).*Master visually Windows XP*.  
(*Service pack 2<sup>nd</sup> ed*)NJ:Wiley Pub.

Ulrich, Laurie Ann. (2003).*How to do everything with Microsoft Office 2003*. New York:  
McGraw Hill

Wyatt, Allen.(1993).*Using MS-DOS 6.2*.Carmel, IN: QUE.

**Websites (Illustrative):**

UNESCO. (2007).Available at

<http://www.unesco.org/isis/files/winisis/windows/doc/english/WINISIS15rev.pdf>