**All India Institute of Speech and Hearing, Mysuru**

**Practical Skill Test for the Post of Library and Information Assistant**

**August 2021**

*Marks: 50* *Duration: 2 hours*

**(Note: There are 10 questions. For question nos. 1 to 3, write your answers in the sheet provided. For the remaining questions, save your answers in softcopy *as instructed against each question*, in the folder named after you, on the computer desktop)**

1. Classify the given two documents according to the **Dewey Decimal Classification** (DDC), and enter the class numbers with titles of the books in the answer sheet provided.

(2 Marks)

1. Arrange the given set of 10 books as per the call no. on the book spines and enter the call numbers in ascending order in the answer sheet provided.

(2 Marks)

1. Note down the following information of your computer in the answer sheet provided
2. Windows edition
3. Processor

(4 Marks)

1. Create an **MS** **Excel** file and copy and paste the data from the **MS Word** file named ‘**BiblioRecord’** available in the folder named after your name on the computer desktop. **Freeze** the top row of the Excel sheet. Save the file in the name ‘**Question 4**’ in the folder named after you on the computer desktop.

(4 Marks)

1. Remove the **Adobe Acrobat Reader** installed in your computer.

Take screen shots of the steps involved in the deletion process and paste onto an MS Word file named ‘**Question5’**. Save the file in the folder named after you on the desktop of the computer.

(*5 Marks*)

1. Download/ open the article **link** provided in the **MS Word** document titled ‘**Question6**’ available in the folder named after you on the desktop of the computer, fill the **required bibliographic information** and save the file.

 (4 Marks)

1. Open **PubMed** Database (<https://pubmed.ncbi.nlm.nih.gov/>). Using **Search** option, search for the articles on the topic ‘Autism’, retrieve five records in MS Excel format and save the file in the name ‘**Question7**’ in the folder named after you on the desktop of the computer.

(5 Marks)

1. Catalogue the given two books using **Koha ILMS** (*Enter only author, title & publisher of the books*)

Koha URL: <http://192.168.102.47:8080>

User Id: libadmin

Password: Aiish@123

*Take a screenshot of your data entry in* ***Koha*** *and paste in an MS Word file named ‘****Question 8****’ and save the file in the folder named after you on the desktop of the computer.*

(5 Marks)

1. Create a **community** in **your name** in the **DSPACE** Institutional Repository

Dspace URL: <http://192.168.102.42:8080/xmlui>

User Id: lio@aiishmysore.in

Password: Aiish@123

*Take a screenshot of the community you have created, paste in an MS Word file named ‘****Question 9****’ and save in the folder named after your name on the computer desktop.*

(5 Marks)

1. Download and install Windows version of XAMPP in your computer.

*Take a screenshot of the above activities, paste in an MS Word file named ‘****Question 10****’ and save in the folder named after your name on the computer desktop.*

(8 Marks)