

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 12 questions. For question nos. 1 to 4, 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)

- 2) 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)

- 3) Note down the following information of your computer in the answer sheet provided

- a. Windows edition
- b. Processor
- c. Installed Memory (RAM)
- d. System Type
- e. Computer Name
- f. Hard disc size

(3 Marks)

- 4) Note down the following information of your computer in the answer sheet provided.

- a) User name: _ _ _ _ _
- b) IPV4 Address: _ _ . _ . _ _ . _ _ _ _
- c) Subnet Mask: _ _ . _ . _ _ . _ _ _ _
- d) Physical / MAC Address: _ _ _ _ _

(4 Marks)

- 5) 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 5**' in the folder named after you on the computer desktop.

(4 Marks)

6) 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 '**Question6**'. Save the file in the folder named after you on the desktop of the computer.

(4 Marks)

7) Download/ open the article link provided in the **MS Word** document titled '**Question7**' available in the folder named after you on the desktop of the computer, fill the **required bibliographic information** and save the file.

(4 Marks)

8) Open the '**Remote Desktop Connection**' of your computer and connect to the system bearing IP address: **192.168.102.42**

User id: administrator

Password: aiishlib@123

*Take a screenshot of the connected system 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.*

(4 Marks)

9) Open **PubMed** Database (<https://pubmed.ncbi.nlm.nih.gov/>). Using **Advance Search** option, search for the articles published by the authors affiliated to the **All India Institute of Speech and Hearing** and download the retrieved records in MS Excel format and save the file in the name '**Question 9**' in the folder named after you on the desktop of the computer.

(5 Marks)

10) 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 10**' and save the file in the folder named after you on the desktop of the computer.*

(5 Marks)

- 11) Create a **community** in **your name** in the **DSPACE** Institutional Repository, and under the community, create a **collection** with the name **Speech**. Upload the document with the name **IR** provided in the folder named after you on the desktop of the computer.

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

User Id: lio@aiishmysore.in

Password: Aiish@123

Take a screenshot of the community and collection you have created and the document uploaded, paste in an MS Word file named 'Question 11' and save in the folder named after your name on the computer desktop.

(5 Marks)

- 12) Download and install Windows version of XAMPP in your computer

- a) Make the following changes in the **php** file

- Increase PHP memory limit to 512 MB i.e. `memory_limit = 512`
- Increase File Upload Size in PHP to 5000 i.e. `upload_max_filesize = 5000`
`post_max_size = 5000`
- Increase PHP maximum execution time i.e. `max_execution_time = 8000`

- b) Open **Mysql** and create a database in **your name**

Take a screenshot of the above activities, paste in an MS Word file named 'Question 12' and save in the folder named after your name on the computer desktop.

(8 Marks)