

THE OPEN UNIVERSITY OF SRI LANKA
 INFORMATION STUDIES UNIT
 FACULTY OF HUMANITIES AND SOCIAL SCIENCES
 BA(HONS) IN LIBRARY AND INFORMATION STUDIES
 FINAL EXAMINATION – 2024/225
 LEVEL 3 (SEMESTER II)
 HSU3307: ICT SKILLS FOR LIBRARIANS



DURATION: THREE (03) HOURS ONLY

Date: .01.03.2025

Time: 9.30am - 12.30pm

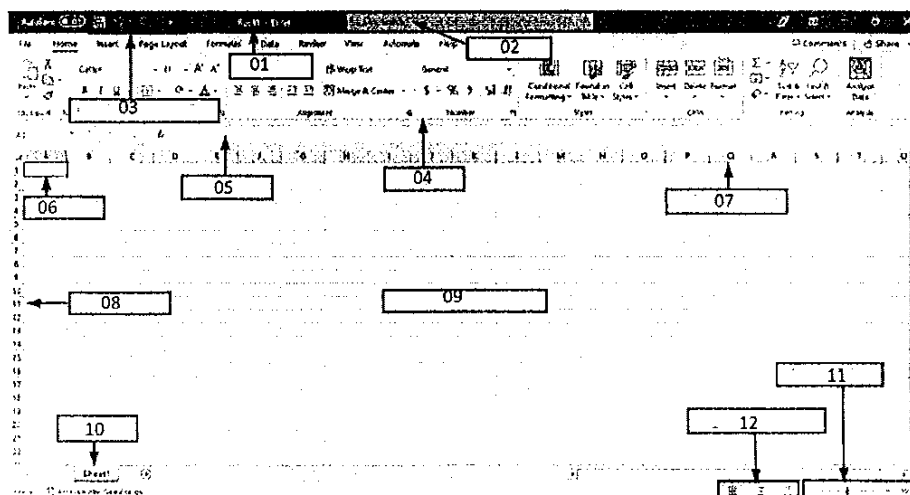
Instructions:

Answer only five (05) questions

All questions carry equal mark

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|----|------|--|----------|
| 1. | i. | What is the impact of ICTs on you as an Information Professional/ Librarian? Explain. | 10 marks |
| | ii. | What are the service areas that have impact of ICTs in libraries. Discuss giving examples. | 10 marks |
| 2. | i. | Describe the basic parts of a computer. | 10 marks |
| | ii. | Describe in detail the basic functions of a computer. | 10 marks |
| 3. | i. | What are the advantages of using ICT in libraries? Explain four (04) advantages. | 10 marks |
| | ii. | Explain four (04) different purposes of using ICT in libraries. | 10 marks |
| 4. | i. | What is a computer network? Define. | 04 marks |
| | ii. | Describe three types of computer networks. | 06 marks |
| | iii. | Explain the benefits that can be derived by your library using a computer network. | 10 marks |
| 5. | i. | Name three different types of network devices and briefly describe how they work. | 10 marks |
| | ii. | What are network topologies? name them and Describe three (3) different types of topologies. | 10 marks |

6. i. What is an operating system? Explain briefly. 08 marks
 ii. What are the key differences between Windows OS and Linux OS? 12 marks
7. i. What do you mean by “application software”? Explain in brief. 04 marks
 ii. Describe three characteristics of application software. 06 marks
 iii. Describe three different types of application software. 10 marks
8. i. Given below is the image of Microsoft Office Excel Interface. Write the names of the numbered parts 1-12 12 marks



- ii. Write 04 common keyboard shortcut keys and explain for what purpose they can be used in MS Office. 08 marks
9. Write short notes on 04 of the following
- Binary code
 - Optical disks
 - Input output devices of a computer
 - Office automation software
 - Microsoft Power Point
 - Database creation software
- 4x5=20 marks