

LEVEL 3 SKILL TEST - Junior Supt. (Library)

All questions carry equal marks

Answer ALL questions.

Date: March 8 2020

Max Marks: 100

Time: 2 Hrs

1. Prepare a purchase order for the supply of Five book titles to a book distributor using MS Office? The order should contain the title, author, publisher and ISBN.
(It can be prepared using any publisher's web site)

Q2. List out Five Open Access Journals in the field of Computer Science with Title, ISSN Number and URL

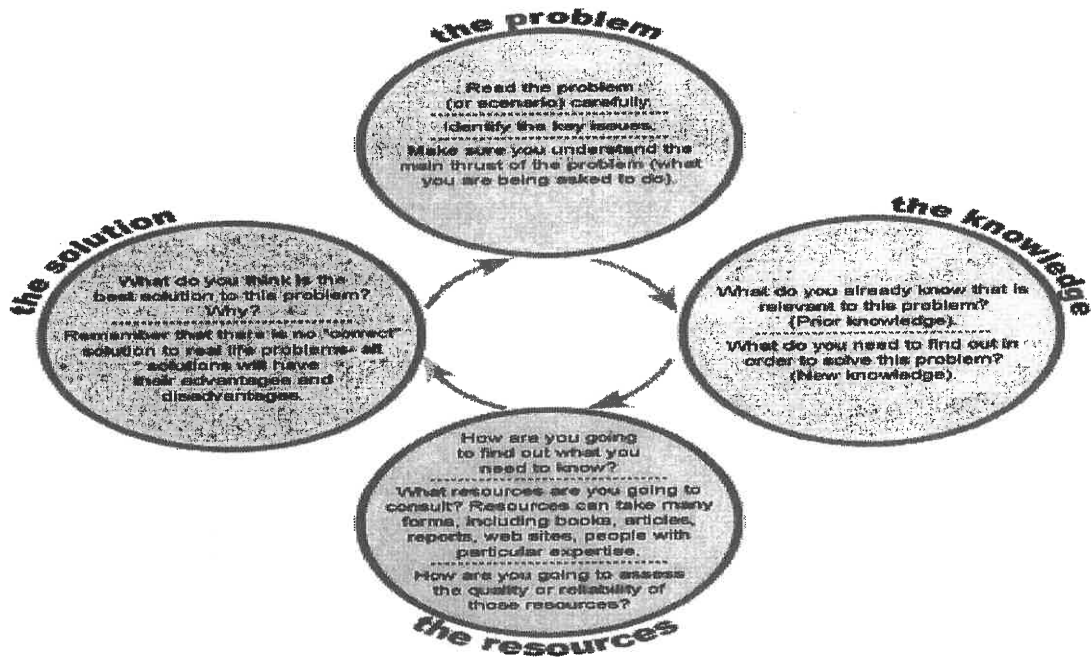
(Can be obtained from DOAJ or any other OA journal directories)

Q3. List out Five Open Access Repositories maintained in India

(Can be obtained from DOAR)

Q4. Type the following text in MS-word Document

FDDI, Chennai Campus is located at Lrunggattu kottai near SIPCOT Footwear Park, 40 minutes drive from Chennai. The campus area spread over 15 acres is situated in a calm and serene surrounding with the state-of-the art Campus housing & buildings having a built-up area of more than 4 laces sq. ft. Campus has an excellent infrastructure and modern facilities, which assists in conducting the various academic programmers. The Institute has a state-of-the-art library, computer lab, well furnished and CENTRALLY AIR-CONDITIONED BUILDING, class rooms and lecture halls, *latest multimedia audio-video, educational support for teaching and a fully equipped auditorium. The Campus is equipped with International Testing Laboratory.* Chennai is the biggest hub of the world leather industry. Every exporter had an office in Chennai & most of the leather & footwear industry is located in and around Chennai. Tamil Nadu accounts for 30 % of leather exports and about 70 per cent of leather production in the country. **The large scale presence of the Tanning industry has resulted in Tamil Nadu becoming a dominant production centre in the country for leather and leather based products. In Tamil Nadu many people are employed in the industries dealing with leather and leather based products.** With the expansion and huge investment coming up in this from the national and international reputed brands the employment opportunities in this sector is going to increase many fold. It is estimated that leather industry will require at least one millions additional man power in the next five years. The skill gaps at the level of designers, technologists and management professionals are more stark and demanding. Other Western nations have comparable regulatory bodies. The regulations are implemented *and enforced by the China Securities Regulation Commission in China. In Singapore, the regulation authority is the Monetary Authority of Singapore, and in Hong Kong, it is the Securities and Futures Commission.*



Q5. Draw the following chart in MS Excel and design the data table pertaining to yearly sales of library books using the figures given below graph:

