

# CONTENTS

Block/Unit No.	Title	Page no.
<b>BLOCK-I</b>	<b>: OPERATING SYSTEMS &amp; MS-OFFICE</b>	<b>1</b>
Unit - 1	: Operating Systems: DOS, Windows.	2
Unit - 2	: Word Processing: MS-Word	18
Unit - 3	: MS-Excel	44
Unit - 4	: MS-Power point and MS-Access	76
<b>BLOCK-II</b>	<b>: LIBRARY APPLICATION SOFTWARE</b>	<b>103</b>
Unit - 5	: CDS / ISIS: Database creation	104
Unit - 6	: CDS / ISIS: Searching, Sorting and Printing	121
Unit - 7	: CDS / ISIS for Windows	138
Unit - 8	: Library Software	167
<b>BLOCK-III</b>	<b>: E-MAIL, INTERNET &amp; DATABASE SEARCHING</b>	<b>181</b>
Unit - 9	: E-Mail	182
Unit - 10	: Internet	192
Unit - 11	: Searching CD-ROM and Online databases	202
Unit - 12	: Designing a Library Web page	220