

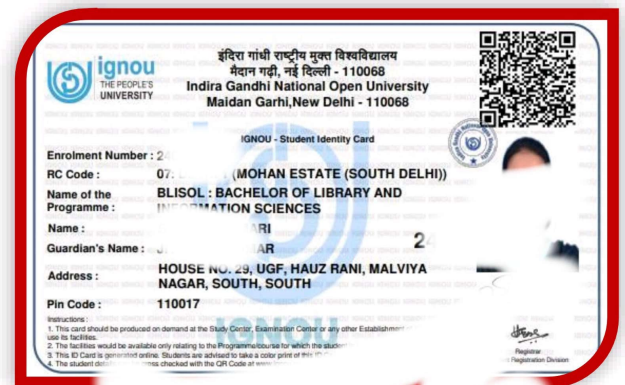
IGNOU

BLI 224 : ICT FUNDAMENTAL – PRACTICAL

IGNOU BLISOL PROGRAMM

PREPARED BY – SU [REDACTED] ARI

ENROLMENT NO - 24 [REDACTED]



1) Prepare a one page about your Library using LibreOffice Writer with a table for Collection and staff members with their designation and qualification. Table must be embedded in the document. Table must center aligned in the text with the content left justified. Top row text must be in a bold face and use colors and shading in the row to distinguish it from other rows. Also insert a photograph.

Q. 1 one page about library.odt — LibreOffice Writer

File Edit View Insert Format Styles Table Form Tools Window Help


Table Contents Liberation Sans 12 pt B I U S x² x₂ A A [Color Picker] [Background Color]

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**BLI-224: ICT FUNDAMENTALS
PRACTICAL**

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IGNOU REGIONAL CENTER LIBRARY

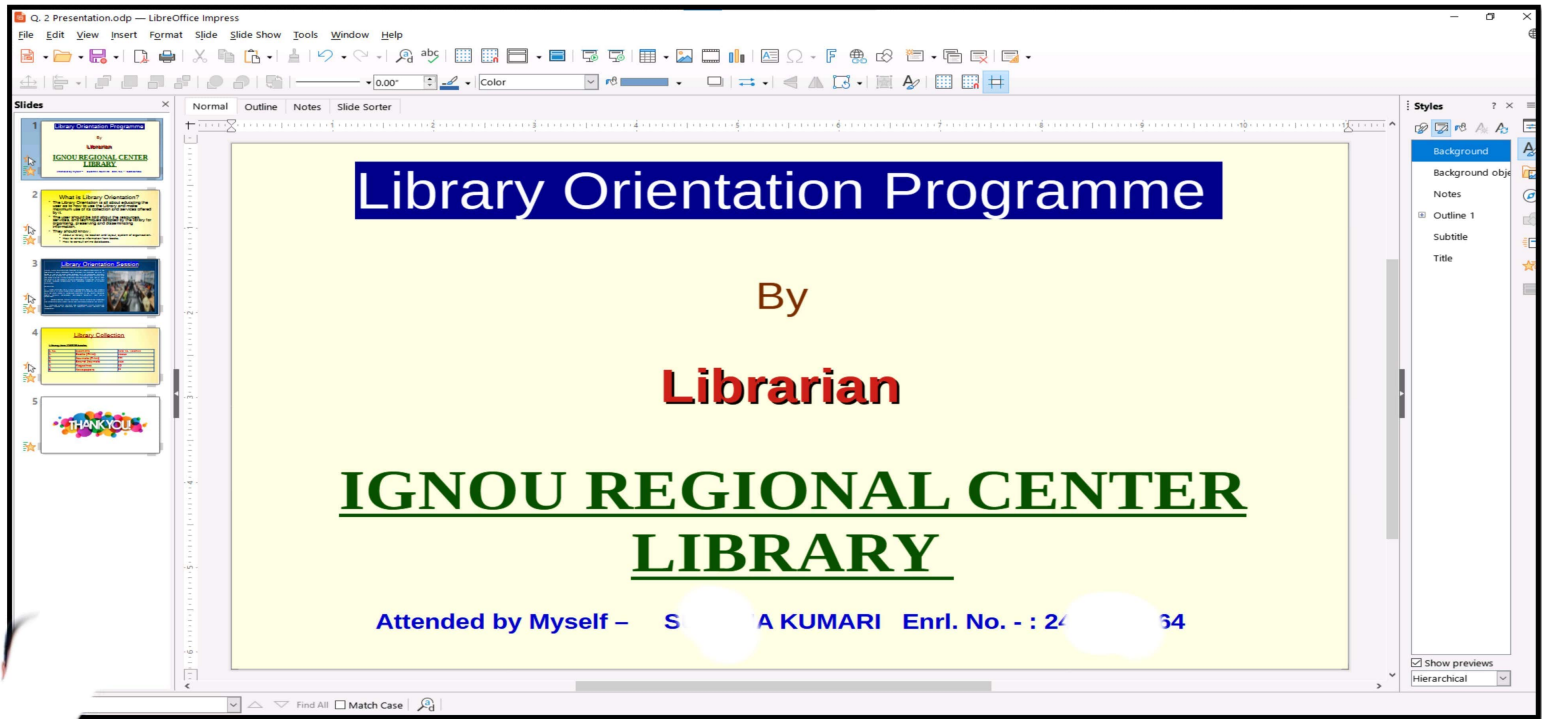


Assumed Library Collection

S. No.	Documents	Total No. of Volumes
1.	Books (Print)	126835
2.	Journals	285
3.	Bound Journals (Print)	6645
6.	Magazines	42

[Status Bar: Page 1 of 1, 100%, 100%]

2) Prepare a LibreOffice Impress presentation on Library Orientation programme for your users. The presentation must have at least 4 slides with a title slide. In the second slide a bulleted list is to be provided. In the third slide insert an image with text description. In the final slide insert a table. Use animation schemes for header and the text and transition effects in each slide.



Q. 2 Presentation.odp — LibreOffice Impress

File Edit View Insert Format Slide Slide Show Tools Window Help

Normal Outline Notes Slide Sorter

1 Library Orientation Programme
IGNOU REGIONAL CENTER LIBRARY

2 What is Library Orientation?
Library Orientation is a process of educating the user as to how to use the Library and make maximum use of its collection and services offered by it.

3 Library Orientation Session

4 Library Collection

5 THANK YOU

What is Library Orientation?

- The Library Orientation is all about educating the user as to how to use the Library and make maximum use of its collection and services offered by it.
- The user should be told about the resources, services, and techniques adopted by the library for organising, preserving and disseminating information.
- They should know :
 - About a library, its location and layout, system of organisation.
 - How to retrieve information from books.
 - How to consult online databases.

Find All Match Case

Q. 2 Presentation.odp — LibreOffice Impress

File Edit View Insert Format Slide Slide Show Tools Window Help

Normal Outline Notes Slide Sorter

1 Library Orientation Program
to
IGNOU REGIONAL CENTER
LIBRARY

2 What is Library Orientation?
The first orientation is an effort to familiarize every new member with the resources, services, facilities etc. offered by the Library and its use policies. Library also has been offering training programs and workshops from time to time, particularly in the areas of using e-resources. In addition, library has initiated focused discussions with research scholars in different disciplines.

3 Library Orientation Program

4 Library Collection


5 THANK YOU

Library Orientation Session

Library offers an orientation program to the students and others in the beginning of every academic year. Through this program, an effort is made to familiarize every new member with the resources, services, facilities etc. offered by the Library and its use policies. Library also has been offering training programs and workshops from time to time, particularly in the areas of using e-resources. In addition, library has initiated focused discussions with research scholars in different disciplines.

Orientation

1. Familiarization with Library Resources: One of the primary objectives of a library orientation program is to acquaint participants with the wide range of resources available in the library, including books, journals, databases, multimedia materials, and digital collections.
2. Understanding Library Services: Library orientation programs aim to educate users about the various services offered by the library.
3. Learning Library Policies and Procedures: Library orientation programs provide an overview of important library policies and procedures



Q. 2 Presentation.odp — LibreOffice Impress

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Normal Outline Notes Slide Sorter

Library Collection

Library has 126835 books

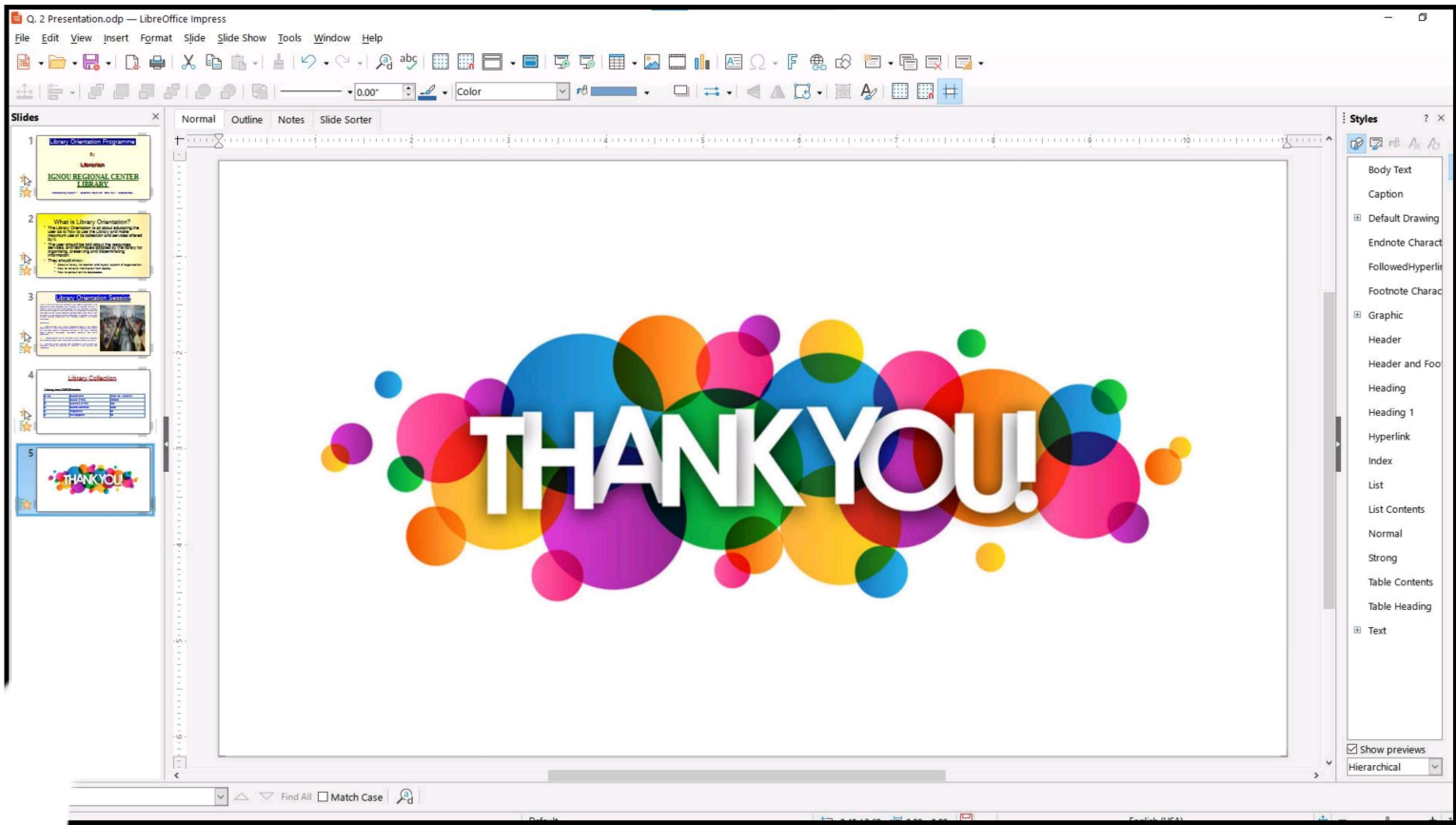
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3.	Bound Journals	6645
4.	Magazines	42
5.	Newspapers	20

1. Library Collection Introduction
2. What is Library Orientation?
3. Library Collection Introduction
4. Library Collection
5. THANK YOU

Body Text
Caption
Default Drawing
Endnote Character
Followed Hyperlink
Footnote Character
Graphic
Header
Header and Footer
Heading
Heading 1
Hyperlink
Index
List
List Contents
Normal
Strong
Table Contents
Table Heading
Text

Find All Match Case

Default 1.43 / 2.01 0.00 x 0.00 English (USA) 132%



3) Create a file in LibreOffice Calc showing the daily circulation of library documents (at least for the one week) with separate columns for fine and books reserved. Add a bar chart representing the data.

