

THE OPEN UNIVERSITY OF SRI LANKA
 FACULTY OF HUMANITIES AND SOCIAL SCIENCES
 INFORMATION STUDIES UNIT
 BA HONOURS IN LIBRARY AND INFORMATION STUDIES
 FINAL EXAMINATION – (2025/2026)
 LEVEL 3 (SEMESTER II)
 HSU3307: ICT SKILLS FOR LIBRARIANS
 DURATION: THREE (03) HOURS ONLY



Date: 10.05.2026

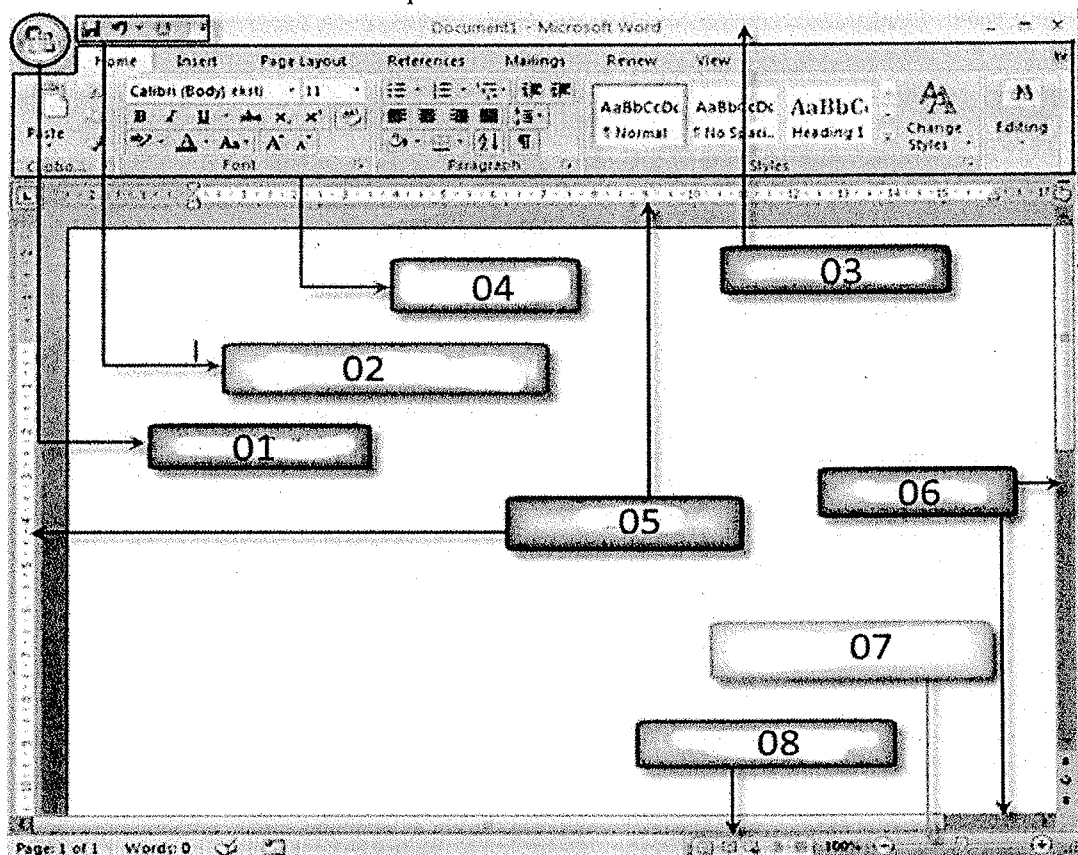
Time: 9.30a.m.-12.30p.m.

Instructions

- Answer only five (05) questions
- All Questions carry equal mark

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|----|---|----------|
| 1. | i. Define what is Information Technology (IT) and Information Communication Technology (ICT)? Explain the fundamental differences between (IT) and (ICT) giving examples. | 10 marks |
| | ii. What are the challenges of implementing ICT in libraries and information centres? Discuss. | 10 marks |
| 2. | i. What are the four (04) main categories of computers. List. | 04 marks |
| | ii. Briefly describe three (03) different types of storage devices used in a computer. | 06 marks |
| | iii. What are input and output devices? Describe three (3) commonly used input and output devices. | 10 marks |
| 3. | i. What is a network protocol? Explain briefly. | 04 marks |
| | ii. What is TCP/IP? Explain briefly. | 04 marks |
| | iii. Explain four (4) main purposes of using computer networks in libraries. | 12 marks |
| 4. | i. Describe five (5) main components of a computer network. | 10 marks |
| | ii. Explain how LAN, MAN, and WAN differ from each other with suitable examples. | 10 marks |
| 5. | i. Define what is software, and explain the main differences between system software and application software with examples. | 10 marks |
| | ii. Describe five (5) major functions of Windows Operating System. | 10 marks |

6.
 - i. What do you mean by Office Automation Software? Explain briefly. 04 marks
 - ii. Describe briefly three (3) main components of Microsoft Office Suite. 06 marks
 - iii. Explain for what purposes Office Automation Software can be used in libraries. 10 marks
7.
 - i. What are the main types of software systems? Name them and briefly explain any two. 06 marks
 - ii. Compare general-purpose application software and special-purpose application software with examples. 06 marks
 - iii. Describe four (4) different examples of application software used in libraries and explain their functions. 08 marks
8.
 - i. Given below is the image of Microsoft Word Interface. Write the names of the numbered parts 1-8. 08 marks



- ii. Write six (6) common keyboard shortcut keys and explain for what purpose they can be used in MS Office software. 12 marks

9. Write short notes on any four (4) of the following.

- i. Network Interface Card
- ii. Memory (RAM)
- iii. Computer generations
- iv. Cloud network
- v. Linux operating system
- vi. Wireless technology

4x5 = 20 marks