

**SEMINAR ON ACCESS  
TO  
HEALTH INFORMATION**

**05<sup>th</sup> December 2007**

**9.00 a.m - 2.30 p.m.**



**NATIONAL SCIENCE FOUNDATION**

**475 / 5 , Maitland Place ,**

**Colombo 7.**

NA-346

025.5 (2007)  
SEM

NA346

## PROGRAMME

### A SEMINAR ON "ACCESS TO HEALTH INFORMATION" CONDUCTED BY HELLIS NETWORK

On 05<sup>th</sup> December 2007 - 9.00 a.m. - 2.45 p.m. at National Science Foundation,  
Colombo 07.

- 01.) 8.45 a.m. - 9.00 a.m. - Registration for the participants.
- 02.) 9.00 a.m. - 9.15 a.m. - Inauguration.
- 03.) 9.15 a.m. - 9.30 a.m. - Welcome address / introduction and objectives of the seminar -  
**Dr. (Mrs.) M. I. Fernando,**  
Director (Training) , Ministry of Health.
- 04.) 9.30 a.m. - 10.30 a.m. - **Lecture - " How to Access Health Information ."**  
- **Mrs. Dcepali Talagala,**  
Librarian, American Centre,  
Former President, Sri Lanka Library Association.
- 05.) 10.30 a.m. - 10.45 a.m. - **Tea.**
- 06.) 10.45 a.m. - 11.45 a.m. - **Lecture - "Health Information at your finger tips"**  
- **Mrs. Pushpamala Perera,**  
Librarian, Sri Lanka Institute of Information  
Technology (SLIT), Malabe.
- 07.) 11.45 p.m. - 12.00 p.m. - **Tutorial Online Video Clip.**
- 08.) 12.00 p.m. - **Vote of thanks**  
**Mrs. H.P.R.W. Hettiarachchi,**  
Librarian, Ministry of Health.
- 09.) 12.15 p.m. - 12.45 p.m. - **Lunch.**
- 10.) 12.45 p.m. - 2.45 p.m. - **Practical session.**

# Types of Information Sources

- Printed materials
- Electronic Data Bases
- CD ROM Data Bases
- On Line Data Bases and full text articles through Internet

# Printed Materials

- Encyclopaedias
- Dictionaries
- News papers and other records of recent events
- Bibliographies
- Indexes and Abstracts
- Research reports
- Journals

# Printed Materials

- ◉ Encyclopaedias
  - General
  - Special
- ◉ Dictionaries
  - General
  - Special
- ◉ Bibliographies
  - National
  - Subject

# Printed Materials

- ◉ Indexes and Abstracts
  - General
  - Subject
- ◉ Research reports
  - National
  - International

# How to Access Resources

- Resources available at Libraries
- CD Rom Databases
- Search On Line Databases
  - Union Catalogues
  - Indexes/ Abstracts
  - Bibliographies

# Library Resources

- Directory of (HELLIS) Network Libraries in SRI LANKA

<http://www.lib.cmb.ac.lk/hellis/hedir.pdf>

- Inter Library Loans
- Document delivery through BLLD

# CD Rom Databases

- British Pharmacopoeia - the authoritative collection of standards for medicines in the UK. - MRI, UCM, ITILibraries in SRI LANKA
- Medical Encyclopedias and Educational (Health) – MH
- Medline NIHS, PGIM -C, SLML, UKM,UPM, UCM, UJM, URM, USJM

# Union Catalogues

- Union Catalogue of Purna Users
- Union Catalogue of the National Library



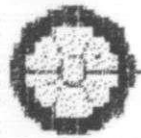
http://thakshana.nsf.ac.lk/wwwisis/purna/form.htm

Use Search

Gmail (no subject) - d.talag

Interrogation base CDS/L...

Page Tools



## UNION CATALOGUE OF PURNA USERS

Database includes library catalogues of PURNA users.

|       |                     |                      |                   |  |
|-------|---------------------|----------------------|-------------------|--|
| and ▼ | Author(s)           | <input type="text"/> | List of Author(s) | <input type="radio"/> and <input type="radio"/> or |
| and ▼ | Title               | <input type="text"/> | Title Index       | <input type="radio"/> and <input type="radio"/> or |
| and ▼ | Location            | <input type="text"/> | Index             | <input type="radio"/> and <input type="radio"/> or |
| and ▼ | Year of Publication | <input type="text"/> | Index             | <input type="radio"/> and <input type="radio"/> or |
| and ▼ | All fields          | <input type="text"/> | Index             | <input type="radio"/> and <input type="radio"/> or |

Clear Search Puma Users

Search engine: [WWWISIS BIREME/PAHO/OPS - UNESCO](#)

### Search Tips

You can do a simple search in all fields, or in one specific field (Author/s, Title, Location). The boolean search could be done using the operators '  and' or '  or' in all fields or in one specific field (use semicolon ' ; ' to separate each values).

NSLRC, NSF - Last update 02nd July 2007

<http://thakshana.nsf.ac.lk/wwwisis/purna/form.htm>

### National Union Catalogue

|     |            |  |   |
|-----|------------|--|---|
|     | All fields | <input type="text"/>   | ? |
| and | All fields | <input type="text"/>   | ? |
| and | All fields | <input type="text"/>   | ? |
| and | Location   | <ul style="list-style-type: none"> <li>Eastern university of sri lanka</li> <li><b>Faculty of medicine - university of ruhuna</b></li> <li>Faculty of medicine university of colombo</li> <li>Geological survey &amp; mines bureau</li> <li>Industrial technology institute</li> <li>Institute of bankers</li> <li>Institute of engineers</li> <li>Institute of policy studies</li> <li>International water management institute</li> <li>J. r. jayawardena cultural centre</li> </ul> |   |

Display results by pages of  records

# Indexes/ Abstracts

- Sri Lanka Science Index
- Research Grants Funded by NSF
- Index to Post Graduate Theses

## SRI LANKA SCIENCE INDEX (SLSI) - NATIONAL SCIENCE FOUNDATION

Database includes seminar and conference reports, reprints, pamphlets and journal articles (published in Sri Lanka) by Sri Lankans and articles published in International periodicals written by Sri Lankans relevant to Sri Lanka. The full text of a majority of the items (published since 2005) can be viewed on line within the NSF premises.

|     |                  |  |  |                     |                       |     |                       |    |
|-----|------------------|--|--|---------------------|-----------------------|-----|-----------------------|----|
|     | Title            |  |  | Title / Title Words | <input type="radio"/> | and | <input type="radio"/> | or |
| and | Author(s)        |  |  | List of Authors     | <input type="radio"/> | and | <input type="radio"/> | or |
| and | Source / Journal |  |  | Source Index        | <input type="radio"/> | and | <input type="radio"/> | or |
| and | Year             |  |  | Select Year         | <input type="radio"/> | and | <input type="radio"/> | or |
| and | Volume           |  |  | Select Volume       | <input type="radio"/> | and | <input type="radio"/> | or |
| and | Subject Area     |  |  | Index Subject       | <input type="radio"/> | and | <input type="radio"/> | or |
| and | Keywords         |  |  | Keyword Index       | <input type="radio"/> | and | <input type="radio"/> | or |
| and | English Title    |  |  | Title words         | <input type="radio"/> | and | <input type="radio"/> | or |
| and | All Fields       |  |  | Index               | <input type="radio"/> | and | <input type="radio"/> | or |

Clear Search

### Search Tips

You can do a simple search in all fields, or in one specific field (Title, Keywords). The boolean search could be done using the operators  and' or  or' in all fields or in one specific field (use semicolon ';' to separate each values)

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(National Science Library & Resources Centre (NSLRC))

Internet

100%

<http://thakshana.nsf.ac.lk/wwwisis/slsi/form.htm>

[sri lankan uris](#)

• [sistic catalogue](#)

• [union catalogue of books](#)

• [union list of periodicals](#)

• [news paper article index](#)

• [natural resources database](#)

• [home](#)

## RESEARCH GRANTS FUNDED BY NSF

Database includes the research grants funded by NSF. The final reports of the completed grants are available at NSF Library(SLSTIC).

|                 |  |  |
|-----------------|--|--|
| All fields :    | <input type="text" value="Index"/>   | <input type="radio"/> and <input type="radio"/> or |
| Researcher(s) : | <input type="text" value="silva"/>   | <input type="radio"/> and <input type="radio"/> or |
| Project Title : | <input type="text" value="Index"/>   | <input type="radio"/> and <input type="radio"/> or |
|                 | <input type="button" value="Clear"/> <input type="button" value="Search"/> |  |

Search engine : [WWWISIS BIREME/PAHO/OPS](#) - [UNESCO](#)

### Search Tips

You can do a simple search in all fields, or in one specific field (Project Title, Researcher). The boolean search could be done using the operators '  and ' or '  or ' in all fields or in one specific field (use semicolon ' ; ' to separate each values) you can also do a root search using \$ sign.

Eg : Account\$ will display all records with Account, Accountancy, Accountant, Accountants, Accounting

© SLSTIC, NSF - Last update 15th August 2005

### Index to Post Graduate Theses

|     |            |  |   |
|-----|------------|--|---|
|     | All fields |  | ? |
| and | All fields |  | ? |
| and | All fields |  | ? |
| and | Degree     | M.a.<br>M.b.a.<br>M.com.<br>M.d.<br>M.d.m.   |   |
| and | Language   | <input type="checkbox"/> English<br><input type="checkbox"/> Sinhala<br><input type="checkbox"/> Tamil |   |

Display results by pages of 10 records

Reset Search Help

# Bibliographies

- Annotated Bibliography of Health Publications in Sri Lanka - includes journal articles & papers compiled by HELLIS Network Sri Lanka from 1990 to 2000

## ANNOTATED BIBLIOGRAPHY OF HEALTH PUBLICATIONS IN SRI LANKA )

Database includes journal articles & papers compiled by HELLIS Network Sri Lanka (Health Literature, Library Information Service) from 1990 to 2000.

|       |               |                      |                   |  |
|-------|---------------|----------------------|-------------------|--|
| end ▾ | Person(s)     | <input type="text"/> | List of Author(s) | <input type="radio"/> and <input type="radio"/> or |
| end ▾ | Title         | <input type="text"/> | Title Title words | <input type="radio"/> and <input type="radio"/> or |
| end ▾ | Year          | <input type="text"/> | Select year       | <input type="radio"/> and <input type="radio"/> or |
| end ▾ | Journal Title | <input type="text"/> | Select Journal    | <input type="radio"/> and <input type="radio"/> or |
| end ▾ | Key words     | <input type="text"/> | Keyword Index     | <input type="radio"/> and <input type="radio"/> or |
| end ▾ | Location      | <input type="text"/> | Index             | <input type="radio"/> and <input type="radio"/> or |
| end ▾ | All fields    | <input type="text"/> | Index             | <input type="radio"/> and <input type="radio"/> or |

Search engine: [WWWISIS BIREME/PAHO/OPS - UNESCO](#)

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© HELLIS Network - Last updated 20th November 2007  
(Foal Point Library - Faculty of Medicine, University of Colombo, Colombo)

Done

Internet

100%

<http://thakshana.nsf.ac.lk/wwwisis/medpu/form.htm>

# Some Libraries and Information Centres

- Industrial Technology Institute
  - Online library catalogue of books & periodicals
  - APINMAP database
  - Online access to Science Direct - Pharmacology

# Other Relevant Libraries and Information Centres

- National Library
  - Science Citation Index
  - Social Science Citation Index
- Institute of Indigenous Medicine
- BMARI
- Medical Faculties of Universities
- Ayurvedic Institutes
- Private companies eg. Link; Siddhalepa

# On-Line Resources through Internet

- Medical Informatics Links Page  
<http://www.mhduncan.fsnet.co.uk/index.htm>
- All the Virology on the WWW  
<http://www.tulane.edu/~dmsander/garryfavwebindex.html>
- Scholarly journals on the web  
<http://info.lib.uh.edu/wj/webjour.htm>

# On-Line Resources through Internet

- Virtual Library – Medicine and Health  
<http://londonbridge.ohsu.edu/wwwvl/>
- Health care with daily new and features update and a variety of search options including MEDLINE.  
<http://www.medscape.com/home>

# Other Relevant Libraries and Information Centres

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<http://www.medscape.com/home>

# Medical information at your fingertips

Pushpamala Kumudini Perera  
Librarian  
Sri Lanka Institute of Information Technology  
[Pushpamala.p@slit.lk](mailto:Pushpamala.p@slit.lk)

## Aim of the presentation

- Provide tips for fast & easy access to Medical Information using IT
- Show some active starting points in finding Medical Information

## Information Sources

- Basic Library material – books/journals/thesis
- World Wide Web (Internet)
- Electronic mail/forums/Blogs
- Databases
- Professional associations

## Different levels of finding Information

- As a general citizen -simple search
- As a professional - pertaining to profession
- As a researcher - in depth research
- As a learning member - as a student

If a professional / researcher needs to find some information-  
He/She will have to follow a 4 stage process

- Choose a right place & source to look for information
- Develop an effective search strategy
- Carryout the search
- Critically evaluate the results obtained

## Choosing the right place & source to look for information

- These are sources easily available in your own library  
(list appeared here)

## Choosing the right place & source to look for information

- Telephone & fax service – Frequently asked questions-recorded tapes on certain disease
- People - Community/family Doctor/nurse/Pharmacist
- Publications - Pamphlets/brochures/manuals
- Internet -World Wide Web

### Developing an effective search strategy

- Identify the main concept of your question  
E.g. If looking for information on Asthma
- Identify, break down or elaborate the term
- Is it childhood Asthma?  
Is it drug therapy for Asthma?  
Is it living with Asthma Or all of it?
- accurate spelling, terminology/ variations/  
synonyms/related terms

### Carrying out the search

- Know the actual mechanism of the search system.
- Make use of the help facilities provided by the selected search system
- Get any local assistants available (e.g. library staff)
- Obtain support via email or from the maintainers of the system you are using
- Search tips are available in databases <http://www.tripdatabase.com/index.html>

### Carrying out the search

- Using only one term – you get a large number of results
- Think of additional terms/connectors – known as a Boolean search  
use And Or Not  
e.g. asthma and steroids  
asthma not influenza  
asthma and bronchial or  
respiratory disease or respiratory disorder

### Carrying out the search Cont.

- place the phrase within quotation marks e.g. 'O'
- Use brackets to enhance the search  
e.g. '(measles OR mumps) and pregnancy'
- A search term can be stemmed by using the '\*'  
e.g. 'cancer\*' will find cancer, cancerous etc.
- From the results page you can filter your results based on an evidence based on  
medicine hierarchy  
e.g. clinical guidelines, systematic reviews.
- Use the 'filter by' function on the right-hand side of the screen

## **Evaluating the search results**

**Internet results may be not always trustworthy. You need to evaluate**

- Are these Databases too old or modified regularly?
- Does the Key words usage limited within the databases?
- Does the site link to other good sources of medical information?
- Are statements supported by references to reputable sources?
- Who maintains the site?
- When was the site last updated?
- Has the site been reviewed for mistakes in grammar or spelling?

**If the search results are doubtful then go for a new search.**

## **Using technology – The Internet**

- Searching the Internet
- It is a worth while effort if done in a systematic way

### **Internet**

- Internet is a worldwide network of computers that can exchange information without borders.
- Information on Internet comes as a complex mixture.
  - Many types of search services are available.
  - It is not homogeneous. Specific topics often reveal thousands of websites

### **Internet has a vast number of search engines**

#### **General search engines**

#### **Open source search engines**

Google, Yahoo, Netscape etc.

This varies as per gov. org., com., ac.,

- University & research institutions
- Government official bodies
- Commercial organizations
- Professional bodies
- Medical charities & support groups
- Advertising & customer supports

### **Reliable Information Sources on Internet**

- World Health Organization
- National Library of Medicine
- CancerNet (National Cancer Institute)
- Virtual Hospital.
- US Department of Health and Human Services

## **World Wide Web**

- There are many services that can help you to find relevant documents on the World Wide Web (WWW).
- Unfortunately you may also find irrelevant and trivial documents.

## **Subject gateways**

29-30

## **Characteristics of Virtual Libraries**

- More selective and more organized than the indexing engines,
- Less selective than the subject gateways.
- Tend to be bigger than subject gateways
- Add less value (in terms of indexing, descriptions etc).
- Cover only a narrow subject area (e.g. Neurosciences, Orthopedics).

## **Virtual Libraries comes under these Search Engines**

- Yahoo
- Yahoo France
- Yahoo Germany
- Yahoo UK
- Yahoo SE Asia
- Yahoo Japan Biosciences
- Medicine Virtual Library NISS
- BUBL Link

## **Characteristics of Indexing Engines**

- Powerful indexing engines index millions of documents on the network.
- Very comprehensive but does not differentiate by subject or quality
- These search services index at the level of a web page rather than an entire document.

## **Characteristics of Meta - Search Engines**

- Developed in response to the propagation of indexing engines
- A meta-search engine will send your search to multiple index sites and produce a single list of results.
- Sometime it eliminates duplicate results.
- Useful when carrying out a very comprehensive search.

## **Variations of the Meta search approach**

- Desktop Meta search engines are client programs - downloaded and then installed on your computer to use for meta-searching
- All-in-one search pages provide quick access to many search engines either with simple links or via search boxes
- Hidden Web Meta Search Engines are specialized Meta search engines that aim to search databases that other search engines miss.

One example is Turbo10.

## **Problems related to search engines**

- Significant limitations can be found (only abstract/limited for members)
- Time outs - when search processing takes too long.
- Mostly retrieve top 10-50 hits from each search engine
- The total number of hits retrieved may be considerably less than found by doing a direct search on one of the search engines.
- Advanced search features on individual search engines are not usually available.
- Phrase and Boolean searching may not be properly processed or available.

## **E - Journals and E – books available on Internet**

- A large number of journals are available in digital form on the www
- Available - tables of contents, abstracts, or complete articles.
- Needs to pay subscription in order to access the complete text of articles on-line
- Some journals make the electronic version free to subscribers to the printed version.
- Biomedical journals on the web are:
  - ◆ JMIR E journal ([http:// www.jmir.org/index](http://www.jmir.org/index))
  - ◆ The New England Journal of Medicine

## **E - Books**

- Electronic books are limited according to subjects & publishers
- There are many library catalogues and publishers' catalogues which can be searched to find or verify details of books.
- The services of some Internet bookshops are available to find details of books and to order them. Blackwells, Amazon and Dillons have online credit facility.

## **People and Institutions**

If one needs to find

- E - mail addresses of Professionals
- Members of a particular professional society

There are Directories available on the Internet

## **Directories on Net**

- Bigfoot General directory of email addresses (USA)
- Who-where General directory of email addresses, phone numbers and postal addresses.
- Community of Science has information about medical researchers in most major US Universities - able to search by name or subject.  
Scholarly societies of the world - Societies arranged alphabetically, by subject and by type.

## **Directories on Net**

- World list of Universities - alphabetical and geographical listings
- Hospitals on the net - allow to search for a hospital's web site

## **Invisible Web (Deep web)**

- A portion of the web that is hidden from search engines
- What you cannot retrieve without a password or subscription
- Visible Web – what is retrieved by the search engines

## **Invisible web Image databanks**

- <http://www.noodletools.com/index.php>
- Deep web avoids the copyright and ethical problems that comes via the WWW (i.e. obtaining patient consent )
- Users have to register first before downloading information

## **Invisible web Image databanks**

- National Library of Medicine –  
Nearly 60,000 images from the U.S. National Library of Medicine (NLM) is Visible
- Bristol Biomedical Image: Archive collection of approximately 20,000 still images is available for teaching medical, veterinary and dental science.
- HON Media Gallery: A searchable database of medical movies and images which includes x-rays, movies of surgery, articulation and various media of interest to medical professionals and students.

## Some Invisible Web Databases

- **AnimalSearch** ([http:// animalsearch.net](http://animalsearch.net)) - A database for family-safe animal-related sites, able to search by group, type, and geographic regions.
- **Educator's Reference Desk** ([http:// www.eduref.org](http://www.eduref.org) ) - contains 2000+ lesson plans, 3000+ links to value-added online education information
- **PubMed** (<http://www.ncbi.nlm.nih.gov/entrez/query.fcgi>) - Provides access to over 17 million MEDLINE citations, including links to full text articles & related resources.

## Web feed

- A webfeeds or RSS feeds are a convenient way of receiving regular web up dates.
- Web feeds are operated by many news websites, weblogs, schools, and podcasters.
- A "Feed Reader" is required for using Web Feeds. This tool works like an automated e-mail program, but no e-mail address is needed. The user subscribes to a particular web feed, and thereafter receives updated contents, every time updating takes place.

## Moodles

- Moodle is a course management system (CMS) - a free, Open Source software package with sounds
- Help to create effective online learning communities.
- You can download and use it on any computer you have (including web hosts), yet it can scale from a single-teacher site to a 50,000-student University.
- Moodle is available in a variety of downloadable packages with different levels of stability.
- A number of additional modules/ plugging and language packs are also available
- To work through Moodle  
<http://www.kovacs.com/register.html> or  
<http://www.kovacs.com/moodle>  
Tuition fee \$125

## **Interesting sites on the Web**

- **Medical Information could be accessed via Medical Library Association.** <http://www.kovacs.com/mlace.html>
- **To Find Complementary & Alternative Medicine (CAM) Information on the Web"** <http://www.kovacs.com/mlacealt.html>
- **Electronic Collection Development for Health and Medicine E-libraries Web-based Syllabus at** <http://www.kovacs.com/mlacecolldev.html> - <http://www.kovacs.com/moodle>
- **For MLA National Meeting 2008 -** <http://mlanet.org/am/am2008/ce/>

## **Databases**

Data base is - a collection of interrelated data stored and accessible with user friendly dialogs

- **Medline Plus: Databases**
- **MedNets : A medical search engine and health portal**
- **PubMed Home**
- **Privacy and Medical Databases**
- **Trip Database - For Evidence Based Medicine (EBM)- TRIP Database**
- **Medical Resources, News, Alerts, Healthcare Promotion: Medic8**

## **Electronic user groups/Support groups / Blogs**

- **Internet discussion groups – a way to connect to other people who are interested in the same medical conditions. Many groups are email lists that require you to sign up and then the email comes to your mailbox.**
- **Lists of this type are called "ListServers"**

## **What is a Blog**

- **A Blog is a personal diary. A collection of links, Your own private thoughts, Memos to the world.**
- **There are millions of them, in all shapes and sizes, and no real rules.**
- **In simple terms, a Blog is a web site, where you write stuff on an ongoing basis.**
- **New entries show up at the top, so the visitors can read what's new. Then they comment on it or link to it or email.**
- **Bolger was launched in 1999**
- **Blogs have reshaped the web, impacted politics, shaken up journalism, and enabled millions of people to have a voice and connect with others.**

## **Blogs –related to medical profession**

- Every Israeli is familiar with Yad Sarah (volunteer medical assistance organization),
- This use the information service named DAAT.
- The service is a "bridge between the patient and the health care provider" providing patients with the data they need to make intelligent decisions about their health and treatments.
- They include medical professionals and a librarian to search for reliable medical information.
- The service is open to the public and is presented to the users in their own homes rather than making them come in to the office.

## **Professional Organizations on Net**

- Professional Associations provides information about internships, career pathways, conferences, scholarships and opportunities to meet people in the field.
- Professional bodies available on net
  - ◆ American Dental Association
  - ◆ American Medical Association
  - ◆ American Optometric Association
  - ◆ American Osteopathic Association
  - ◆ American Podiatric Medical Association
  - ◆ American Veterinary Medical Association

## **Product Information**

- to find information of medical supplies
- <http://www.careermedicine.com/physician-job-hunt-blog/2007/8/21/starting-a-medical-practice-how-to-find-medical-supplies.html>
- to find reliable answers for your medical quiz
- <http://www.news-medical.net>
- online medical dictionary
- <http://www.med-help.net/medical-information/best-medical-websites.html>
- Healthcare IT Yellow pages
- <http://www.health-infosys-dir.com/yphcedus.asp>

## **Searching the Internet is fascinating**

- It is easy if you use the correct tools and methods
- If not you will always get tired with a lot of unnecessary documents

**Thank you for your patience**

**Any Questions?**

How to create e-mail address from yahoo  
<http://www.yahoo.com>



Select the mail → Sign up → fill the field & submit

Sign in to Yahoo!

Prevent Password Theft

Yahoo! ID:

Password:

Keep me signed in for 2 weeks unless I sign out. New. (Uncheck if on a shared computer)

Sign In

Forget your ID or password? | Help

Don't have a Yahoo! ID? Signing up is easy. Sign Up

I prefer: Control Panel | Yahoo! U.S. or English

1. Tell us about yourself...

My Name:

Gender:

Birthday:

Time in:

Postal Code:

2. Select an ID and password

Yahoo! ID and Email:

Password:

Re-type Password:

3. In case you forget your ID or password...

Alternate Email:

Security Question:

Your Answer:

---

## Exercise

Find two common diseases and prepare a document covering

1. Definition
2. Symptoms
3. Available treatments
4. Prevention
5. related Organizations
6. Research
7. Forums
8. Journal article
9. Digital Book related to the subject

Cover page including your name and designation and contact number

---

**Word processing:**

Generally, the students should be able to create, modify, save and print documents.

- I. Create a file
- II. Cut and paste text
- III. Copy text
- IV. Save material to a file / name that file
- V. Underline text
- VI. Bold face text .
- VII. Italicize text
- VIII. Justify text
- IX. Change font size
- X. Change font face
- XI. Change margins
- XII. Create a bulleted list
- XIII. Spell check the document

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**The End**

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**Any feed back or further information**

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