

Z - 693

**B.Sc. (Third Year) EXAMINATION,
March/April 2022
FOUNDATION COURSE**

Paper - III

**BASICS OF COMPUTER AND
INFORMATION TECHNOLOGY**

*Time : Three Hours**Maximum Marks : 40 (For Regular Students)**Minimum Pass Marks : 33%**Maximum Marks : 50 (For Private Students)**Minimum Pass Marks : 33%*

नोट- सभी प्रश्न हल करने हैं। सभी प्रश्नों के अंक समान हैं।

Attempt *all* questions. All questions carry equal marks.

1. Computer को इनके types, features और examples के साथ explain कीजिये।
Explain computers with its types, features, and examples.

P.T.O.

अथवा

(Or)

memory को इनके types और uses के साथ describe कीजिये।

Describe the memory with its types and uses.

2. Operating system क्या है? इसे उनके services types के साथ Explain कीजिये।
What is operating system? Explain it with its services and types.

अथवा

(Or)

Booting process क्या है? DOS के लिये essential files and commands कौन सी हैं? समझाइये।

What is booting process? What files and commands essential of DOS? Describe.

3. Words formatting के features use करने का procedure लिखिये। Formatting options के साथ word-document को कैसे design करते हैं?
Write procedure to use features of words formatting. How can we design word-document with formatting options?

अथवा

(Or)

Mail-merge procedure को detail में समझाइये।
Explain mail-merge procedure in detail.

4. PPT में Slide-master and template के साथ काम करने का procedure बताइये।

Write and explain procedure to work with slide-master and template in power point presentation.

अथवा

(Or)

MS-Excel में row, column, cell-formatting and range of cell के साथ काम करने का procedure लिखिये।

Write procedure to work with row and column, cell-formatting and range of cell.

5. Internet & www को describe कीजिये। Dialup & leased-line connectivity को समझाइये।

Describe Internet & www. What do you mean by dialup and leased-line connectivity.

अथवा

(Or)

Email को open, send, receive, manage contacts and folders का procedure लिखिये।

Write procedure to open email, send & receive email, manage contacts & folders.