



UNIVERSITY OF SWAZILAND

Faculty of Health Science

Department of Environmental Health
Sciences

Final Examination 2008/9

Title of paper: Computer for Health Sciences

Course code: CHS 100

Time allowed: 2 hours

Marks allocation: 100 Marks

Instructions:

- 1) Read the questions and instructions carefully
- 2) Answer Four questions
- 3) Each question is weighted 25 marks
- 4) Write neatly and clearly

This paper is not to be opened until the invigilator has granted
permission

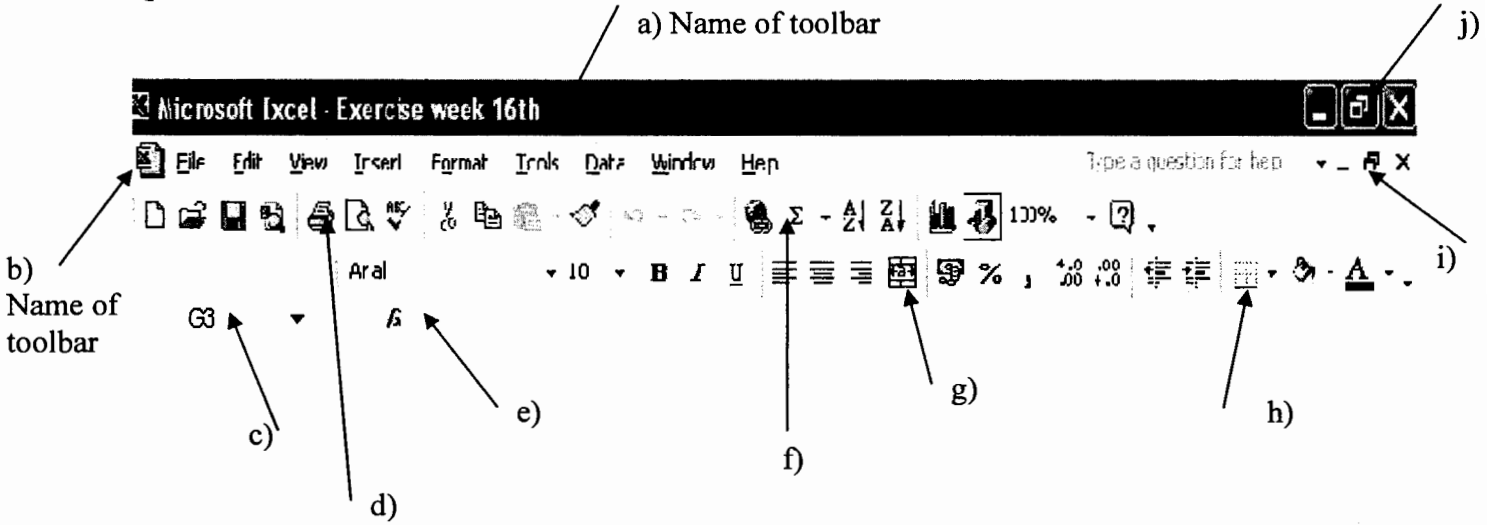
Answer any four (4) questions

Question 1

- a) When calculating a sum one must know the BODMAS rule. Explain BODMAS.
[5 Marks]
- b) What is Micro Soft Excel? What is its function?
[5 Marks]
- c) In Ms Excel how do you write a formula? Give an example.
[5 Marks]
- d) The following statements are either true or false. If false state a reason.
- i. The name of the document is found on the menu bar
 - ii. Ms Word is an example of operating system software
 - iii. To change font style and font size you click File at the menu bar
 - iv. The undo or redo buttons are found in the formatting toolbar
 - v. To put clip art you use Insert in the menu bar.

[10 Marks]

Question 2



- i. Name the icons/toolbar indicated above [10 Marks]
- ii. Write steps to activate the standard toolbars [5 Marks]
- iii. How will you apply your knowledge on Ms Word and Ms Excel in your studies and at the workplace? [10 Marks]

Question 3

- i) What is the difference between the following?
 - a) Close and Exit
 - b) Delete and Backspace
 - c) Print and Print Preview
 - d) Enter and spacebar
 - e) Page up and page down

[20 Marks]
- ii) Give five (5) functions of a mouse? [5 Marks]

Question 4

- a) What is word wrap? [2 Marks]
- b) Name the two kinds of page orientation. [2 Marks]
- c) Explain the 3 windows control buttons. [6 Marks]
- d)

The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H
1	Item	Quantity	Unit price	Total price	Unit sell price	Total sale	Profit/loss	
2	Rice	44	E4.50		E5.30			
3	Soup	43	E7.43		E6.50			
4	Cooking oil	65	E5.60		E6.90			
5	Maize meal	14	E7.20		E4.60			
6								
7	Highest value							
8								
9	Lowest value							
10								
11								

- i. Write the exact formula to calculate the Total price of the item Rice.
- ii. Write the exact formula to calculate the Total sale of the item Cooking oil.
- iii. Write the exact formula to calculate the Highest value in Quantity values.
- iv. Write the exact formula to calculate the Lowest value in Unit Price values.
- v. Write the exact formula to calculate the Profit/loss for the item Soup.

[15 Marks]

Question 5

- a) What is a computer? [3 Marks]
- b) What is the difference between an operating system software and application software? [6 Marks]
- c) Software is another component of a computer; explain the two types of Application software. Give examples. [10 Marks]
- d) Write three (3) methods of highlighting a text in a document [6 Marks]