UNIVERSITY OF SWAZILAND
Faculty of Health Sciences

Department of Environmental Health Science

December 2015 Examination

Title of paper: Computing for Health Science

Course code: EHS 105

Time allowed: 2 hours

Marks allocation: 100 Marks

Instructions:
  1)   Read the questions and instructions carefully
  2)   Answer any 4 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 4 questions

QUESTION 1

a) Name and explain the use of any three (3) computer general application software.   [9 Marks]

b) What is the difference between a website and an email? Give an example of the address of a website and an email.   [6 Marks]

c) What is **Operating System** software? Give 2 examples.   [4 Marks]

d) **True** or **False**: give reasons <u>how</u> it is true **or** <u>why</u> it is false.

    i)   The delete key will delete the character on the left of the pointer.

    ii) When text is cut, the original is removed and placed in the new position.

    iii) The home key takes the pointer to the beginning of the document.

            [6 Marks]

QUESTION 2

a) Write the function(s) of the following keyboard keys:

    i)   Shift key.   [2 Marks]

    ii) Home key.   [2 Marks]

    iii) Tab key.   [2 Marks]

    iv) Delete key.   [2 Marks]

b) What is the difference between?

    i)   Close and Exit.   [4 Marks]

    ii) Copy and Cut.   [4 Marks]

    iii)

       (1)   (2)

            [4 Marks]

c) Suppose that as you were typing your letter, there was a power cut:
   i) Which memory of the computer is used while you type a document? [1 Mark]

   ii) Why are you able to get your typed document when power comes back? [2 Marks]

   iii) Name two storage means where documents are stored while you are typing. [2 Marks]

QUESTION 3

	A	B	C	D	E	F	
1	Hardware	Unit price	Quantity	Unit	Total price	Discount or not	
2	Paint	45.6	56	kg			
3	Paint brush	15.3	180	-			
4	Floor tiles	56.8	100	box			
5	Ceiling	67.4	50	sheet			
6	Cement	48.95	140	bag			
7	Bricks	4.7	3000	9"			
8							
9							
10							
11							

a) What is the difference between a workbook and worksheet? [4 Marks]

b) In MS Excel how do you write a formula? [4 Marks]

c) Using the above spreadsheet answer the following

   i. Write the exact formula you would type in cell E2 for calculating the total price given the unit price and quantity. [3 Marks]

   ii. Write the exact formula you would type in cell E8 to calculate the total price of all the items. [3 Marks]

iii. Write the exact formula you would type in cell F2 for indicating "Discount" or "No discount" given that discount is to items with quantity greater than 150.   [5 Marks]

d) (i) Write the steps for copying text from one place to another in the same document in Ms Word   [4 Marks]

(ii) Write the steps for copying text to adjacent cells in a spreadsheet.   [2 Marks]

QUESTION 4

(a) How will you apply the skills you have acquired in using MS Word and Ms Excel in your studies?   [6 Marks]

(b) How will you apply the skills you have acquired in using MS Word and Ms Excel in at the workplace when you graduate?   [6 Marks]

(c) Give five (5) functions of a mouse?   [5 Marks]

(d) What is word wrap?   [2 Marks]

(e) Name the two kinds of page orientation – show drawings   [6 Marks]

QUESTION 5

a) Indicate what you need to store information in a computer.   [5 Marks]

b) Write three (3) methods of highlighting text.   [6 Marks]

c) Explain the 3 positions of locating a cursor in a line.   [6 Marks]

d) Define a computer hardware and software? Give an example of each.   [6 Marks]

e) What is a computer?   [2 Marks]