



# UNIVERSITY OF SWAZILAND

## Faculty of Health Science

### Department of Environmental Health Sciences

#### Final Examination 2007

- TITLE OF PAPER : COMPUTER FOR HEALTH SCIENCES
- COURSE CODE : CHS 100
- DURATION : 2 HOURS
- MARKS : 100
- INSTRUCTIONS : READ THE QUESTIONS & INSTRUCTIONS CAREFULLY
- : ANSWER ANY FOUR QUESTIONS
- : EACH QUESTION CARRIES 25 MARKS
- : NO PAPER SHOULD BE BROUGHT INTO NOR OUT OF THE EXAMINATION ROOM
- : BEGIN EACH QUESTION ON A SEPARATE SHEET OF PAPER
- DO NOT OPEN THE QUESTION PAPER UNTIL PERMISSION HAS BEEN GRANTED BY THE INVIGILATOR.

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Answer 4 questions

**Question 1**

- a) What is Operating System software? Give 1 example [3 Marks]
- b) What is the difference between a website and an email? Give an example of the address of a website and a email [6 Marks]
- c) Explain the use of any three (3) computer application software [9 Marks]
- d) Name and define the two (2) main components of a computer. Give 2 examples in each. [6 Marks]
- e) In Ms Excel (spreadsheet) a formula should begin with what? [1 mark]

**Question 2**

Answer **True** or **False**. If true give reason **how** it is True or if False give reasons **why** it is false

- i) The delete key will delete the character on the left of the pointer [3 Marks]
- ii) When text is cut, the original is removed and placed in the new position [3 Marks]
- iii) The home key takes the pointer to the beginning of the document [3 Marks]
- iv) A floppy disk is a software [3 Marks]
- v) Clicking File and Save is the ONLY way of activating the save dialog box [3 Marks]
- vi) You can send a message to a friend through a computer [3 Marks]
- vii) When typing a paragraph of 5 lines in Ms Word, you have to press the Enter key at the end of each line [3 Marks]
- viii) Ms Excel can compute a sum wrongly [4 Marks]

**Question 3**

**a) Multiple choice question**

Write the letter which is the correct answer

i) The standard toolbar has icons like:



ii) Sipho has just typed W instead of H, which key should he press to delete the W which is on the left of the pointer now?

- A Insert
- B Backspace
- C Delete
- D Highlight

iii) The help key is for

- A Format only
- B People who are stupid
- C People who want to teach themselves to use a program
- D Turning on the computer

iv) The combination of the keys Ctrl + Home will

- A Move the pointer to the end of the line
- B Move the pointer to the beginning of the line
- C Move the pointer to the beginning of the document
- D Save the document

- v) An Email helps you to
- A Read a definition of a word in the computer
  - B Send a message to a friend through the computer
  - C Electronically send and receive a message from a friend
  - D Browse the computer

[5 Marks]

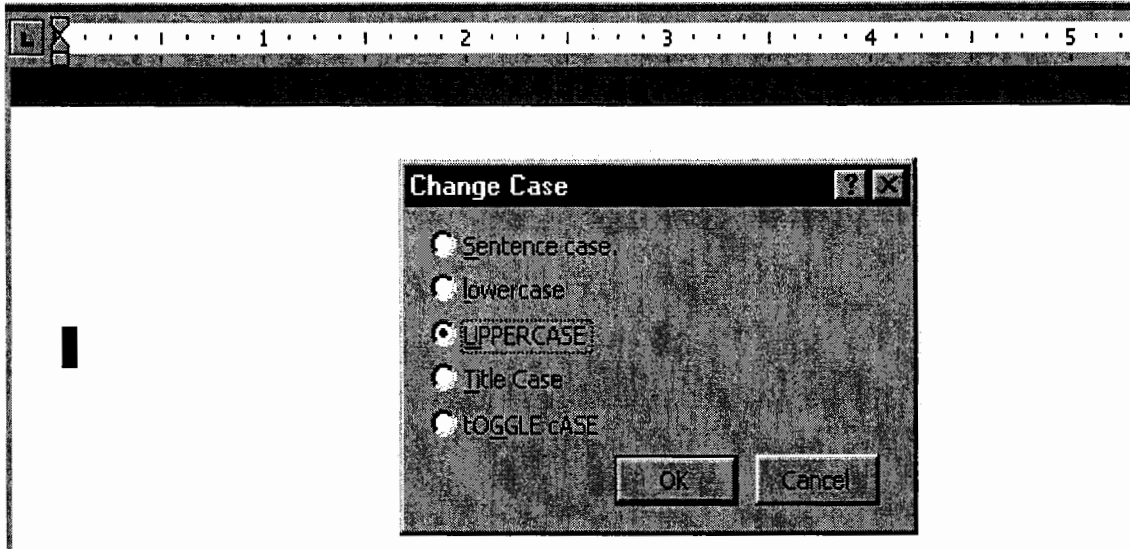
b)

In the table below read the statement and complete the statement by matching with the answer column. Write the correct letter only

Statement	Answer
i) Arrow keys .....	<b>A.</b> When word processing automatically moves pointer to the next line
ii) Delete key .....	<b>B.</b> Switch the numeric pad between numbers and pointer moving keys
iii) The Esc key is to .....	<b>C.</b> Type upper characters in a key with 2 characters
iv) The Shift key is to .....	<b>D.</b> Deletes a character on the left of the pointer
v) Num lock key is to .....	<b>E.</b> Allow you to navigate through the document
vi) Word wrap is .....	<b>F.</b> To exit or cancel an action
	<b>G.</b> To erase a character on the right of the pointer
	<b>H.</b> Cancel letters that are above

[6 Marks]

c) In Ms Word you can change the letter case of text using any of the options below



Explain the meaning of each option

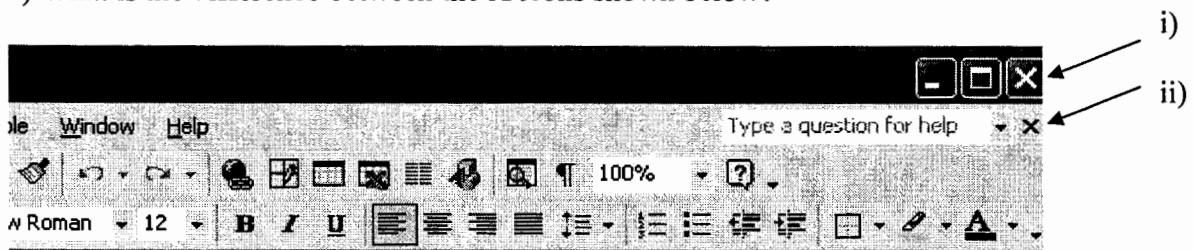
[10 Marks]

d) In Ms Excel (spreadsheet) what is the exact formula for finding the highest value in the range A2..C10

[5 Marks]

#### Question 4

a) What is the difference between the X icons shown below?



[4 Marks]

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- b) What is the difference between a header and footer? [4 Marks]
- c) What is the difference between RAM and ROM? [4 Marks]
- d) What is the difference between Print and Print Preview [4 Marks]
- e) What is the difference between Enter and Spacebar [4 Marks]
- f) What is the difference between Page up and Page down [4 Marks]
- g) What is the Type over mode [1 Mark]

**Question 5**

	A	B	C	D	E	F	G	H
1	<b>ENROLMENT</b>							
2	<b>Course</b>	<b>Venue</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>Total</b>	<b>Average</b>
3	Management	Mbabane	200	140	170	220		
4	Finance	Maseru	140	200	160	190		
5	Budgeting	Manzini	230	170	200	130		
6	Nursing	Johanesburg	100	160	270	200		
7	Environment	Nairobi	150	200	170	100		
8	Safety	Mbabane	240	300	270	200		
9								
10	Maximum value							
11	Minimum value							
12	Number of items							
13								
14								
15								

Using the above displayed spreadsheet answer the following questions:

- a) Write the exact formula for calculating the total of Jan, Feb, Mar and Apr values in row 3. [3 Marks]
- b) Write the exact formula for calculating the total for Jan values in column C. [3 Marks]

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- c) Write the exact formula for calculating the average for the Jan, Feb, Mar and Apr values in row 3. [2 Marks]
- d) Write the exact formula to determine the highest value in the March range of values. [2 Marks]
- e) Write the exact formula to determine the lowest value in all the January and February range values. [3 Marks]
- f) Write the exact formula to count the values in the April range. [3 Marks]
- g) Write an IF analysis formula to add 10 to January values below 200 and not to add to those above or equal to 200. [9 Marks]