



# **UNIVERSITY OF SWAZILAND**

Faculty of Health Science

Department of Environmental Health  
Sciences

**Final Examination December 2009**

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 ALL 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 ALL questions

### Question 1

- a) What is the difference between the function of a Tab key and Increase Indent icon in relation to a paragraph?

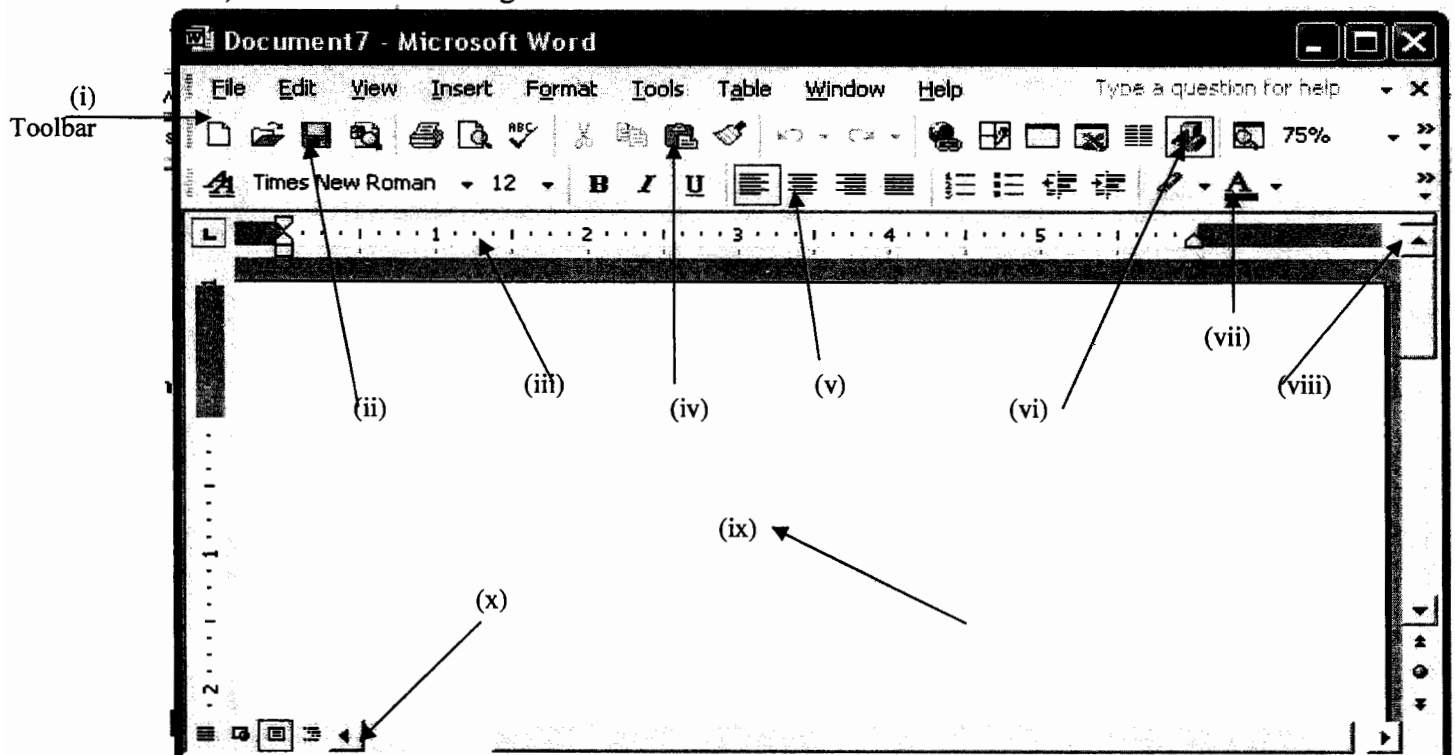
[2 marks]

- b) What is the difference between the two X symbols below



[2 Marks]

- c) Label the following marked icons and toolbar



[10 Marks]

- d) What is operating system software? [2 Marks]
- e) Give 3 functions of operating system software [3 Marks]
- f) What is the difference between a manual and a computer system [6 Marks]

## Question 2

	A	B	C	D	E	F	G	H	I	J
	Name	Test 1	Test 2	Test 3	Average	Results				
2	Joshua	56	75	65						
3	Ruth	53	68	42						
4	Sarah	42	50	36						
5	Nathi	81	70	60						
6	Liz	90	67	80						
7	Mac	56	35	28						
8	Pat	40	50	68						
9										
10	Highest average					Total for Test 3				
11										
12	Lowest average					Highest score in Test 3				
13										
14	Number of students					Lowest score in all 3 tests				
15										

Using the above spreadsheet answer the following questions:

- i) Write the exact formula you would type in cell E2 - for calculating the average for Joshua's scores  
[3 Marks]
- ii) Write the exact formula you would type in cell D10 – for finding the highest average score  
[3 Marks]
- iii) Write the exact formula you would type in cell D12 – for finding the lowest average score  
[3 Marks]
- iv) Write the exact formula you would type in cell D14 – for finding the number of students in this spreadsheet  
[3 Marks]
- v) Write the exact formula you would type in cell I10 – for calculating the totals for Test 3 scores  
[3 Marks]

- vi) Write the exact formula you would type in cell I12 – for finding the highest score in test 3 scores [3 Marks]
- vii) Write the exact formula you would type in cell I14 for finding the lowest score in all 3 tests [3 Marks]
- viii) Name the 3 components of an IF function [3 Marks]
- ix) Write the components of the IF function formula [1 Mark]

**Question 3**

- a) Name and briefly explain any 4 general software applications [ 12 Marks]  
Give 1 example of each [4 Marks]
- b) What is the difference between a header and footer? [4 Marks]
- c) Write the functions of the following keyboard keys?
- a. End
  - b. Ctrl Home
  - c. Insert
  - d. Page down
  - e. Enter

[5 Marks]

**Question 4**

a) Answer **True** or **False** in the following statements:

- if True give reasons how it is true **or**
  - if False give reasons why it is false and what could be the correct statement
- i. Clicking File and Open is the ONLY way of opening a document or spreadsheet?
  - ii. Pressing delete will delete a character
  - iii. Data is information
  - iv. A Flash disk is a software
  - v. Insert mode deletes text
  - vi. The name of the document is found on the menu bar
  - vii. Ms Word is an example of operating system software
  - viii. To change font style and font size you click File at the menu bar
  - ix. The undo or redo buttons are found in the formatting toolbar
  - x. To view toolbars you click Insert at the menu bar.

[20 Marks]

b) Give 5 functions of a mouse

[5 Marks]