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:

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

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 how it is true or why 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.

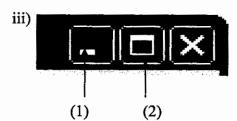
[2 Marks]

- b) What is the difference between?
 - i) Close and Exit.

[4 Marks]

ii) Copy and Cut.

[4 Marks]



[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]

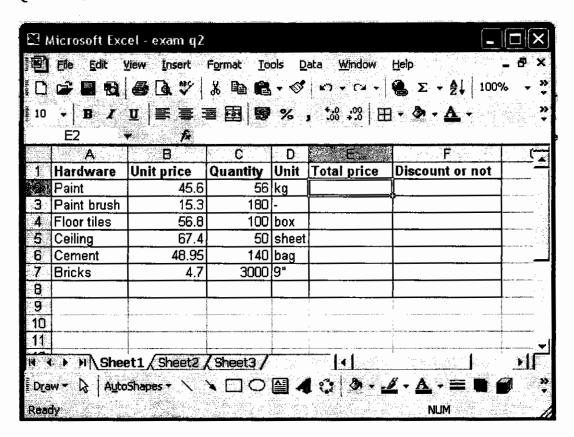
ii) Why are you able to get your typed document when power comes back?

[2 Marks]

iii) Name two storage means where documents are stored while you are typing.

[2 Marks]

QUESTION 3



a) 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]