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091905T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5

HE/OS/HR/CR/02/5/A

Maintain Health Records Database

July/Aug 2023

TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL (TVET CDACC)

PRACTICAL ASSESSMENT

INSTRUCTIONS TO CANDIDATE

1. You have been allocated **30 mins** for this practical.
2. In this assessment, you are required to perform the following tasks on Microsoft excel application:

    Task1: Create a new folder and name it “My Practical” on the desktop

    Task 2: Create a new workbook and save it as “PATIENT”.

    Task 3: Save the workbook in the previous folder created (My Practical)

    Task 4: Enter the data provided below into the workbook created in task 2

	A	B	C	D
1		January	February	March
2	GOPC	350	450	300
3	MOPC	200	120	200
4	CCC	240	420	250
5	Inpatient	480	560	500