

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