Sāmoa School Certificate

COMPUTER STUDIES
2015

QUESTION and ANSWER BOOKLET

Time Allowed: 3 Hours & 10 Minutes

INSTRUCTIONS

1. You have 10 minutes to read **before** you start writing.
2. Write your **Student Education Number** (SEN) in the space provided on the top right hand corner of this page.
3. Answer **ALL QUESTIONS**. Write your answers in the spaces provided in this booklet.
4. If you need more space for answers, ask the Supervisor for extra paper. Write your SEN on all extra sheets used and clearly number the questions. Attach the extra sheets at the appropriate places in this booklet.

STRANDS	Page Number	Time (Minutes)	Weighting
1: Personal Computer Systems and Management	2	62	34
2: Using Personal Computer Applications	9	118	66
TOTAL		180	100

Check that this booklet contains pages 2 - 26 in the correct order and that none of these pages is blank.

YOU MUST HAND THIS BOOKLET TO THE SUPERVISOR AT THE END OF THE EXAMINATION.

STRAND 1: Personal Computer Systems and Management   WEIGHTING 34

1a   Name the computer component shown below.

Skill Level 1	
1	
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NR	

_____

1b   State the purpose of the component in Number 1a above.

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_____

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Skill Level 1	
1	
0	
NR	

2   What is the purpose of right clicking the mouse?

_____

_____

_____

Skill Level 1	
1	
0	
NR	

3   Circle the **<u>document keys</u>** on the Keyboard.

Skill Level 1	
1	
0	
NR	

4a   Matalima turns on the Computer but nothing comes on; what might be the problem?

_____

_____

Skill Level 1	
1	
0	
NR	

4b   List TWO solutions for the problem in question 4a

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Skill Level 2	
2	
1	
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5   Explain how power surges can affect computers and, how this problem can be minimised or removed.

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Skill Level 3	
3	
2	
1	
0	
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6   Discuss the importance of maintaining the environmental conditions required by a computer. Give TWO different ways that this can be done.

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Skill Level 4	
4	
3	
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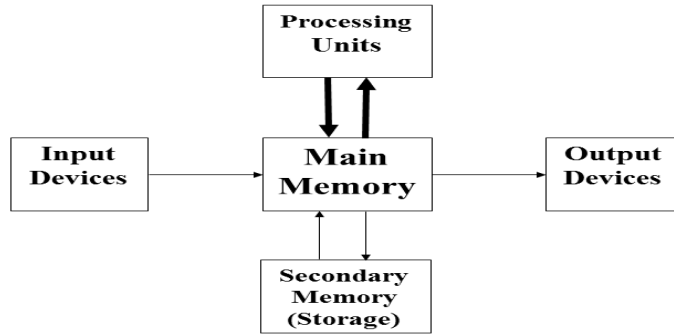7   Explain why Laser Printers are considered to be better than Inkjet Printers.

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Skill Level 3	
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8   Sort the following storage capacity into Ascending Order.

8GB, 1KB, 2TB, 16MG, 4TB

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Skill Level 1	
1	
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9   Use the diagram below to describe how information flows between memories.

Processing Units

Input Devices → Main Memory → Output Devices

Secondary Memory (Storage)

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_____

_____

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Skill Level 2	
2	
1	
0	
NR	

10   State a simple way of moving a file into a folder.

_____

_____

_____

_____

Skill Level 1	
1	
0	
NR	

11   List TWO tasks that are carried out by the Operating System.

_____

_____

_____

_____

Skill Level 2	
2	
1	
0	
NR	

12   *Mary turned on her computer but it was just a blue screen that appeared on her monitor.*
Explain how this error is caused and the steps needed to correct the error.

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_____

Skill Level 3	
3	
2	
1	
0	
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13   How do you enter numeric information using the keyboard?

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Skill Level 1	
1	
0	
NR	

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14   Explain how the use of computers has impacted the way of life
        in our societies today.

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Skill Level 3	
3	
2	
1	
0	
NR	

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15   Discuss the nature and impact of **individual privacy** and **corporate confidentiality** as ethical issues in relation to the use of computers in society.

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Skill Level 4	
4	
3	
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STRAND 2: Using Personal Computer Applications   WEIGHTING 66

1. MS Word is an example of a Word Processing Program. Name another Word Processing Program.

_____

Skill Level 1	
1	
0	
NR	

2. *Anthony typed his Assignment and saved it in his flash drive using his last name as the file name but when he went to school to submit his Assignment he found out he made a mistake. It should be saved using his ID Number as the file name.*

State how Anthony can keep his first file but change the filename for the Assignment.

_____

Skill Level 1	
1	
0	
NR	

3. Which of the following icons is for opening file? Circle the correct icon.

a.   b.   c.   d.
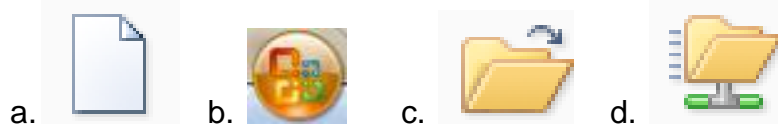
Skill Level 1	
1	
0	
NR	

4. Which of these diagrams is an example of a **ribbon object**?

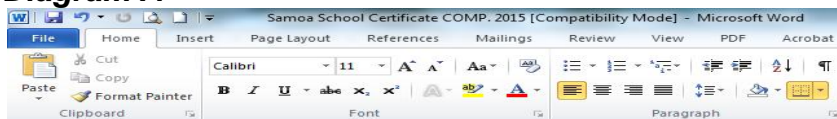*Diagram A*

Diagram B

Diagram C

Skill Level 1	
1	
0	
NR	

5.   What is the purpose of *insert/type-over* function?

_____

_____

Skill Level 1	
1	
0	
NR	

_____

_____

_____

6.   *Cut and Paste* is one way of moving a selection of text to a new location in a document.
State another way to move the first paragraph to the end of the document?

_____

_____

Skill Level 1	
1	
0	
NR	

_____

_____

_____

7   Describe how to use the **Find** and **Replace** function.

_____

_____

Skill Level 2	
2	
1	
0	
NR	

_____

_____

8. Name the two tab stops used in the text below.

Robert	$200.00
Vanu	$50.50
Opapo	$426.00

9. Outline the steps for **Splitting Cells** in a table from 2 rows and 2 columns to 2 rows and 5 columns.

_____

_____

_____

_____

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10. Explain the effects of **proportional spacing**, **word wrap** and **fixed spacing** on a word document.

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11. Explain the effects of using formatting features (e.g. bold, underline, italics, different font sizes, bullets and numbering) on a document

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Skill Level 3	
3	
2	
1	
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12. MS Excel is an example of a Spreadsheet Program. Name another Spreadsheet Program.

Skill Level 1	
1	
0	
NR	

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13. **Use the diagram below to answer questions a – c.**

	A	B	C	D	E
	S26			f_x	
1		PALOLO RESORT - PAYROLL			
2	*Employees*	*Gross*	*Tax*	*NPF*	*NETT*
3			15%	7%	
4	Taia	125	18.75	8.75	$ 97.50
5	Tautulu	520	78	36.4	$ 405.60
6	Jason	200	30	14	$ 156.00
7	Joshua	258	38.7	18.06	$ 201.24

a. Define *Active Cell*?

_____

_____

Skill Level 1	
1	
0	
NR	

b. Name the type of cell in E5.

_____

Skill Level 1	
1	
0	
NR	

c. What is the single combination of keys on the keyboard to move the cursor from any cell to cell A1?

_____

_____

_____

_____

Skill Level 1	
1	
0	
NR	

14

14. Name this entry error **#DIV/0!**

Skill Level 1	
1	
0	
NR	

_____

15. State the command that is selected to print a part of a spreadsheet.

Skill Level 1	
1	
0	
NR	

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_____

_____

_____
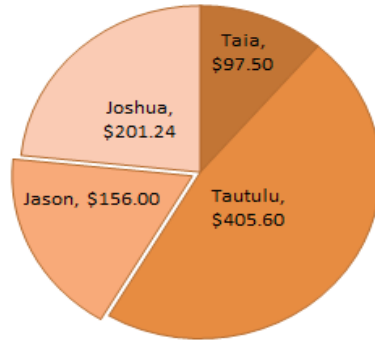
16. List TWO advantages of using a Spreadsheet.

_____

_____

Skill Level 2	
2	
1	
0	
NR	

_____

_____

17. Circle the TWO Spreadsheet file extensions from the list below.

Skill Level 2	
2	
1	
0	
NR	

- **.docx**

- **.123**

- **.accd**

- **.xlsx**

- **.pptx**

- **.jpegx**

18. **Use the diagram below to answer this question.**

Name the type of graph above, and explain how to create the graph using table in Question B2.2.2.

Skill Level 3	
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2	
1	
0	
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19. **Use the spreadsheet below to answer the following questions.**

	A	B	C	D	E	F	G	H
1			YEAR 12 CLASS FUNDS - 2015					
2							Interest	
3	Year 12	Term1	Term2	Term3	Term4	SUB TOTAL	5%	Total
4	Angel	$ 30.00	$ 20.00	$ 40.00	$ 28.00	$ 118.00	$ 5.90	$ 123.90
5	Koleta	$ 25.00	$ 15.00	$ 10.00	$ 20.00	$ 70.00	$ 3.50	$ 73.50
6	Leuaina	$ 36.00	$ 21.00	$ 14.00	$ 20.00	$ 91.00	$ 4.55	$ 95.55
7	Mary	$ 2.00	$ 52.00	$ 12.00	$ 17.30	$ 83.30	$ 4.17	$ 87.47
8	Lupe	$ 3.00	$ 64.00	$ 2.80	$ 1.50	$ 71.30	$ 3.57	$ 74.87
9	Talalelei	$ 24.00	$ 15.00	$ 46.00	$ 52.00	$ 137.00	$ 6.85	$ 143.85
10	Jeremy	$ 45.00	$ 85.00	$ 69.00	$ 1.20	$ 200.20	$ 10.01	$ 210.21
11	AVERAGE							
12	MAXIMUM							
13	MINIMUM							
14								

Write the functions for Average, Maximum, Minimum rows and write the formula for SUB TOTAL column. Use specific cell addresses.

AVERAGE:

_____

MAXIMUM:

_____

MINIMUM:

_____

SUB TOTAL:

_____

Skill Level 4	
4	
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20. What is a *Primary Key* in Database?

Skill Level 1	
1	
0	
NR	

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_____

_____

21. Define *Database Management System*.

Skill Level 1	
1	
0	
NR	

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22. Name this Database Object.

Skill Level 1	
1	
0	
NR	

_____

23. What is the purpose of design view in database?

_____

_____

Skill Level 1	
1	
0	
NR	

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24. What is a field in database?

Skill Level 1	
1	
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NR	

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25. **Use the following table to answer questions that follow**.

First Name	Last Name	Student Code	Gender	Paid	Total Fees
Anthony	Smith	201501	M	✔	$400.00
Opapo	Schuster	201502	M	☐	$250.00
Matalima	Enosa	201503	F	✔	$350.00
Talalelei	Solomona	201504	M	✔	$241.00
Lupe	Overhoff	201505	F	☐	$246.00
Angel	Mala	201506	F	☐	$286.00
Tautulu	Robeck	201517	M	✔	$345.00
Robert	Kini	201518	M	✔	$214.00
Maria	Hellesoe	201519	F	✔	$259.00
Esther	Peseta	201510	F	☐	$265.00
Mary	Stowers	201511	F	☐	$278.00
Vanu	Amifai	201512	F	✔	$301.00

Record: I◄ ◄ 5 of 12 ► ►I ►⊞ 🔾 No Filter   Search

Skill Level 1	
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a. What is the best data type for the field **Paid**?

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b. What field should be assigned as the Primary Key?

Skill Level 1	
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c. *Use the same table in Question 25 to answer the following question.*

Write a query statement in the appropriate space to list all students who paid their school fees.

Field:	First Name	Last Name	Student Code	Paid	Total Fees	▼
Table:	Student	Student	Student	Student	Student	
Sort:						
Show:	✓	✓	✓	✓	✓	
Criteria:						
or:						

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_____

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Skill Level 1	
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d. After sorting the table into Descending order by First Name, what will be the last First Name?

_____

Skill Level 1	
1	
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NR	

e. What will be the best name to save the query in question c?

_____

Skill Level 1	
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NR	

f. List TWO advantages of using database at our National Hospital at Motootua compared to the Manual System we used in the past years.

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Skill Level 2	
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26. List TWO other database programs apart from MS Access.

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Skill Level 2	
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27. Explain the difference between **Flat File Database** and R**elational Database**. Give examples for each type of Database.

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Skill Level 3	
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28. *A database contains data and this data becomes useful when queries are used on them to enable some useful reports.*
Explain how queries with specified criteria make the database useful.

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Skill Level 3	
3	
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29. A database uses different data types. Three such data types are **text, auto number** and **Yes/No**.
Explain how these different data types are used and the impact of using an incorrect data type.

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Skill Level 3	
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30. **Study the following information.**

Course Title	Course Code	Cost	Offered Sem2	Lecturer Code
English	ENG001	$150.00	☑	L201501
Biology	HBI001	$150.00	☐	L201502
Chemistry	HCH001	$200.00	☐	L201504
Computing	HCS081	$300.00	☑	L201503
Computing 1	HCS183	$200.00	☑	L201503
Math	HMA001	$180.00	☑	L201506
Physics	HPH002	$200.00	☑	L201504
Samoan	HSA001	$240.00	☐	L201505

Record: 8 of 8   No Filter   Search

Complete the table below.

(i)   Write a query for all courses offered in Semester 2.
(ii)   Sort courses in Ascending order and show Lecturers Code taking each course.

Fields			
Table			
Sort			
Show	☐	☐	☐
Criteria			

Skill Level 4	
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31. Discuss the differences between the use of Validation Rule and Validation Text, giving examples for each.

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Skill Level 4	
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Student Education Number

COMPUTER STUDIES

2015

(For Markers only)

STRANDS	Weighting	Marker	Check Marker	Final Weighting
1: Personal Computer Systems and Management	34			
2: Using Personal Computer Applications	66			
TOTAL	100			