

STUDENT EDUCATION NUMBER									



Sāmoa School Certificate

COMPUTER STUDIES 2016

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. **ALL Strands are compulsory.** Write your answers in the spaces provided.
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 as per exam. Attach the extra sheets at the appropriate places in this booklet.

STRANDS	Page number	Time (minutes)	Weighting
1. Personal Computer System and Management	2	60	34
2. Using Personal Computer Applications	8	120	66
Weight/Total		180	100

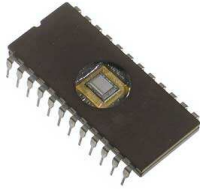
CHECK! This booklet contains pages 2-20 in the right order.

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

STRAND 1 **Personal Computer System and Management**

Weighting 34

1. Name the component below.



Skill Level 1

2. Explain THREE ways to maintain environmental conditions required by a computer.

Skill Level 3

3. Discuss the following power problems.

POWER SPIKE:

Skill Level 4

BROWNOUT:

POWER SURGE:

BLACKOUT:

4. List TWO solutions to overcome power problems such as blackouts, brownouts, power surges and/or power spikes.

Skill Level 2

5. Timoteo went to buy a printer at SABB Megastore. One of the staff recommended buying a Laser Printer.

Give ONE reason why a Laser Printer is preferable to an Inkjet Printer?

Skill Level 1

6. Ashley did her assignment in MS Word. After saving her document she wants to print it.

List TWO ways Ashley can print her document.

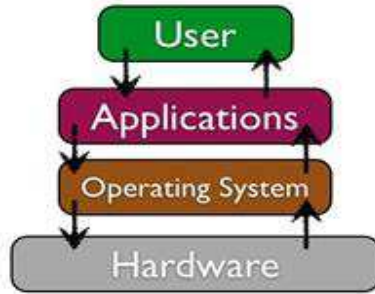
Skill Level 2

7. Name the Operating System for the computer specifications below.



Skill Level 1

8. Study the diagram below and explain the relationship between Operating System and Application Software.



Skill Level 3

9. What is the purpose of the **help feature** in a program?

Skill Level 1

10. List TWO advantages of arranging files into different folders.

Skill Level 2

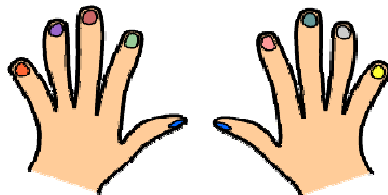
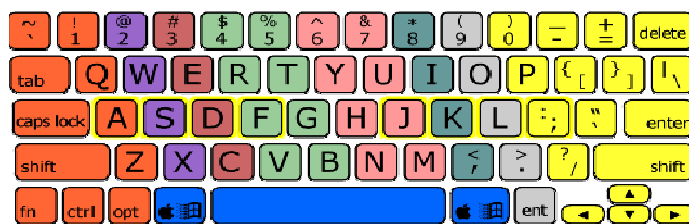
11. Explain THREE printer error messages.

Skill Level 3

12. Explain the importance of an Anti-Virus and give an example to support.

Skill Level 3

13. In typing, circle the finger that is used to type the **semi colon (;)** key on the keyboard.



Skill Level 1

14. Turning on the Caps Lock is one way to capitalise a letter.

Name another key on the keyboard used to capitalise a letter.

Skill Level 1

15. Define the term *Corporate Confidentiality*.

Skill Level 1

16. Identify ONE effect of computers on society for employment opportunities.

Skill Level 1

17. Explain TWO simple hardware faults and give solutions for each.

Skill Level 4

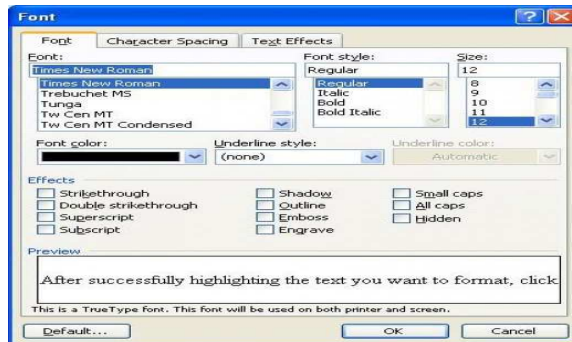
STRAND 2

Using Personal Computer Applications

Weighting 66

18. Which of the following is **NOT** a Word Processing program?
(Circle the correct answer.)
- Apache OpenOffice Writer
 - AbiWord
 - FileMaker Pro
 - MS Word
 - Lotus123

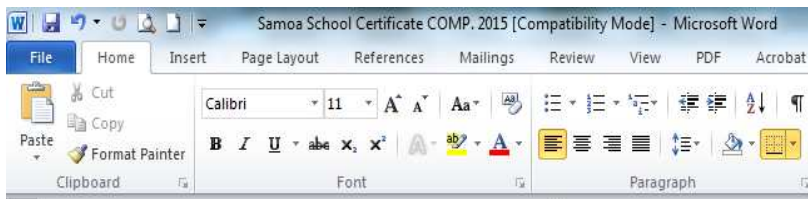
Skill Level 1



Skill Level 1

19. Name ONE **principle** of Word processing that the above diagram refers to.

20. Circle the **Ribbon** object in the diagram below.



Skill Level 1

21. Name the Tab Menu that is active or selected in the above diagram.

Skill Level 1

22. Circle the icon that is used to close a file?



Skill Level 1

23. What is the purpose of the **over-type function** in MS Word?

Skill Level 1

24. Ashley accidentally deleted a sentence that she was working on.

Name the keyboard shortcuts she could use to get her sentence back.

Skill Level 1

25. Draw the TWO tab stops symbol used in the text below.

Computer	\$1599.00
Monitor	\$199.00
Printer	\$89.00

Skill Level 2

A	B	C

Use the diagram to answer the following:

Skill Level 2

26. How would Joseph insert a new column between A and B?

27. Year 12 students were asked to explore the features of word-processing applications through practical activities. When the first sentence was typed; a red and green line automatically appeared.

Explain the red and green lines and describe how they can be removed from the sentence.

Skill Level 3

FORMATTING THE TEXT CHARACTERS

When you type the text from the keyboard, the individual text characters appear in the Text areas in a certain style of lettering known as Font. So, formatting the individual text characters actually means formatting the font. The font option of the Format Menu helps you to format the individual text characters by changing their face (typeface), size, colour, etc.

Skill Level 3

28. Explain THREE different formats used in the heading of the text above.

29. Explain the following file manipulation procedures.

Backup File

Skill Level 3

Save As

Closed document window

30. Identify a Spreadsheet program from the list below.

- dbFront
- Notepad
- MS PowerPoint
- SuperCalc
- MS Access

Skill Level 1

31.



Use the spreadsheet below to answer Number i-ix:

i) Name the cell address of the absolute cell reference in the diagram. (write in absolute reference format)

Skill Level 1

Skill Level 1

ii) What is the cell type for cell C17?

Skill Level 1

iii) Circle the button on the diagram to close the spreadsheet file.

Skill Level 1

iv) Name the entry error ##### in cell C18.

v) Explain how to print only the Lunch Order and Cost columns.

Skill Level 1

vi) What cell address will appear in the **Name Box** when you press **Ctrl+Home** on the Keyboard?

Skill Level 1

vii) List TWO advantages of a Spreadsheet to the Bromeliads Restaurant?

Skill Level 2

viii) Describe 3 steps to create a Pie Chart using the Lunch Order and Cost columns.

Skill Level 3

ix) Use the table on the previous page (page 13) to create a formula to calculate the following.

Skill Level 4

- Discount (use absolute reference)

- Expensive Meal (Cost column)

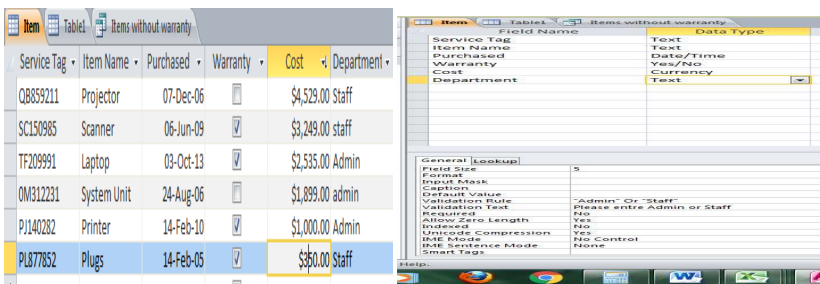
- Average (Cost column)

- Total Number of meals ordered (Lunch Order)

32. Name ONE database program apart from MS Access.

Skill Level 1

33. Circle the datasheet view diagram.



Skill Level 1

34. How do you decide an appropriate name for a field when you create a table?

Skill Level 1

35. What is the most appropriate data type for a field 'Date of Birth'?

Skill Level 1

36. What will be a name to save the query below?

Field:	Service Tag	Item Name	Warranty	Cost	Department
Table:	Item	Item	Item	Item	Item
Sort:					
Show:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:					"Admin"
or:					

Skill Level 1

Service Tag	Item Name	Purchased	Warranty	Cost	Department
0M312231	System Unit	24-Aug-06	<input type="checkbox"/>	\$1,899.00	Admin
PJ140282	Printer	14-Feb-10	<input checked="" type="checkbox"/>	\$1,000.00	Admin
TF209991	Laptop	03-Oct-13	<input checked="" type="checkbox"/>	\$2,535.00	Admin
PL877852	Plugs	14-Feb-05	<input checked="" type="checkbox"/>	\$350.00	Staff
QB859211	Projector	07-Dec-06	<input type="checkbox"/>	\$4,529.00	Staff
SC150985	Scanner	06-Jun-09	<input checked="" type="checkbox"/>	\$3,249.00	Staff

Skill Level 1

37. By what **field** is the above table sorted?

38. Identify ONE purpose of a report.

Skill Level 1

39. What is a best field as a primary key for a Student Table?

Skill Level 1

40. Describe TWO advantages of using a database in supermarkets.

Skill Level 2

41. Name the two database object icons.



Skill Level 2

42. Define the term *Primary Key* and give an example.

Skill Level 1

43. List TWO steps in deleting from a record in a table.

Skill Level 1

44. Differentiate between a Database Management System and a Database file. Give an example.

Skill Level 3

Use this table to answer Number 45 to 47.

Employee C	First Name	Last Name	Gender	Salary	Cl
3001	Jason	Sione	Female	\$10,000.00	
3002	Toloa	Reupena	Male	\$12,000.00	
3003	Sosefina	Anitelea	Female	\$15,000.00	
3004	Joshua	TafaTafa	Male	\$100,000.00	
3005	Joan	Christopher	Female	\$30,000.00	

Skill Level 3

45. Write a query using the table. List First Names and sort it in Descending order for all Female employees who earn more than \$10,000.

Fields			
Table			
Sort			
Show	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria			

46. Use the Design View diagram below to create data types for any FOUR fields from the table in question 45.

Field Name	Data Type

Skill Level 4

47. Explain the purpose of Validation Rule and Validation Text in a database.

Use the field properties diagram below to write the Validation Rule and Validation Text for the field **Gender** in the table on page 18.

Skill Level 4

General		Lookup
Field Size	255	
Format		
Input Mask		
Caption		
Default Value		
Validation Rule		
Validation Text		
Required	No	
Allow Zero Length	Yes	
Indexed	No	
Unicode Compression	Yes	
IME Mode	No Control	
IME Sentence Mode	None	
Smart Tags		