GOVERNMENT OF SAMOA
MINISTRY OF EDUCATION, SPORTS AND CULTURE

Samoa School Certificate

COMPUTER STUDIES

2018

QUESTION and ANSWER BOOKLET

Time allowed: 3 Hours & 10 minutes

INSTRUCTIONS

1. You have 10 minutes to read **before** you start the exam.

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, 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.

CURRICULUM STRANDS		Page	Time (min)	Weighting
STRAND 1:	PERSONAL COMPUTER SYSTEM AND MANAGEMENT	2	61	38
STRAND 2:	USING PERSONAL COMPUTER APPLICATIONS	8	119	62
TOTAL			**180**	**100**

Check that this booklet contains pages 2-19 in the correct order and that none of these pages are blank.
HAND THIS BOOKLET TO THE SUPERVISOR AT THE END OF THE EXAMINATION

1.   Name the computer component shown below.

SL 1

_____

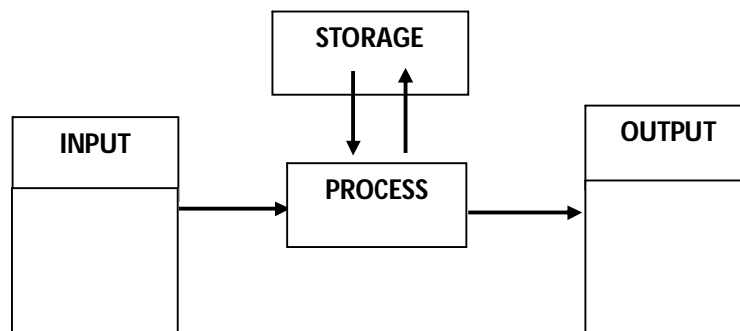**2.**   How much storage space is available in the component in Number 1 above?

SL 1

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3.   Describe the function of the component in Number 1 above.

SL 2

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Below is a diagram showing the functions and the flow of data within the computer system.

4.   List the components of the computer system in the empty boxes provided that will perform the function as indicated.

SL 2

Ruby told her password to her friend Fou so she can access the school computers. Now Fou can log in to the school computers and can see all of Ruby's files on her log in account.

5. Identify which ethical issue has been breached here.

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SL 1

6. Discuss the ethical issue in Number 5 above.

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SL 4

Nowadays we have witnessed the increased availability of the internet to members of society ranging from children to youth to adults.

7. Identify a positive effect of the internet on students these days.

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SL 1

8. Explain a negative effect of the internet on students as in Number 7 above.

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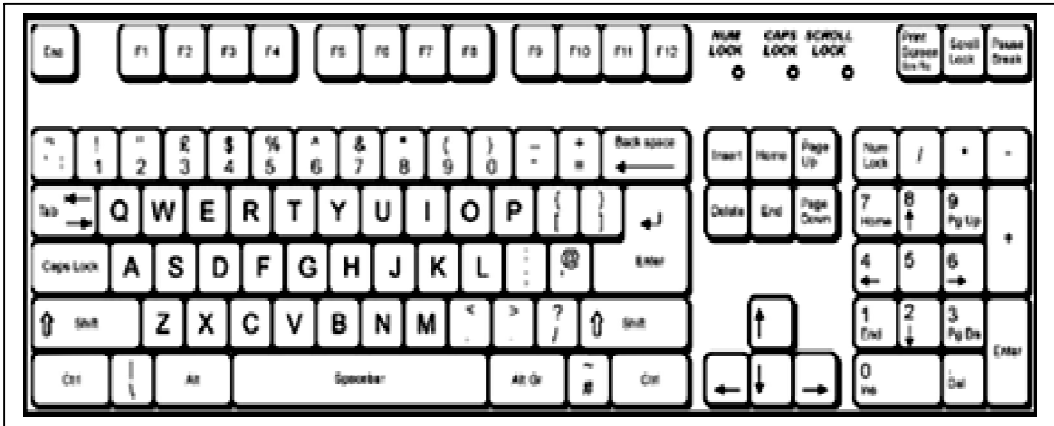
_____

SL 3

Use Figure 1 below to answer Number 9 to Number 11.

Figure 1

9. Name the key to turn on/off the number keypad on the keyboard in Figure 1 above.

_____

SL 1

10. Circle the keys on the keyboard in Figure 1 above to type the $ sign.

SL 1

11. What is the correct way to turn on/off the *CapsLock* key on a keyboard?

_____

_____

SL 1

12. Hessed wanted to print his document using his printer connected to his laptop. He pressed the Print option but an error message popped up which read: ***"Printer is OFF – LINE."***

What seems to be the problem?

_____

_____

_____

SL 1

13. Explain the problem in Number 12 page 4.

SL 3

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14. List TWO solutions for the problem in Number 12.

SL 2

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15. Discuss the importance of maintaining the environmental conditions required by a computer using examples from the problem in Number 12.

SL 4

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16. Identify features of an InkJet printer.

SL 1

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17. Describe the functions of the Operating System (OS) and provide an example of a *System Software* which can be operated on an OS.

SL 2

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18. Name ONE example of an *Application software* you may have used.

SL 1

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19. It is very important to save your files regularly as you work on the computer. Explain the process of saving a file in a computer.

SL 3

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20. Anti-virus programs must be installed in any computer.
Explain what an anti-virus program is.

	SL 3

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21. June wanted to type a letter using her laptop. What would be the most appropriate application program that June could use to create her letter?

SL 1

_____

Use Figure 2 below to answer Number 22 and 23.

Figure 2

COMPUTERS

22. If one would apply *Copy and Paste* to Figure 2, write the result of this action in the boxes below:

SL 1

23. If one would apply *Cut and Paste* to Figure 2, write the result of this action in the boxes below:

SL 1

Refer to Figure 3 below to answer Number 24.

Figure 3

PRINTERS

24. If Figure 3, the cursor is positioned between the letters *R* and *S*. If one presses the Delete key on the keyboard write the result of this action in the box below.

SL 1

25. List any *TWO* Word Processing Programs you are familiar with.

1. _____

2. _____

SL 2

26. April was typing her essay on her computer. She then wanted to print this document. Circle the menu option from the list below that April should select to print her document.

| File | Home | Insert | Page Layout | References | Mailings | Review | View |

SL 2

27. Microsoft allows for two (2) types of text entering modes to enter texts in any MS Word document. One is the *Insert mode* and the other one is:

_____

SL 1

28. Explain the word wrapping function of Microsoft Word.

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SL 3

29. Victory wanted to save her essay while she was still working on it. *Name* the *toolbar* which contains the menu option for Victory to save her file.

_____

SL 1

30. Explain why it is important for Victory in Number 29 to save her file regularly while she is still working on her essay.

SL 3

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31. Name the TWO types of tab settings applied to the following lists.

1. Tamari
   Asomanumalo
   Fuatia
   Pauline
   Tanumafili
   Vaituutuu
	2. Vaivase-tai
	   Siusega
	   Tanugamanono
	   Tulaele
	   Tanumapua
	   Faletagaloa

1. _____

SL 2

2. _____

32. Discuss the difference between *Save* and *Save As* in terms of the principles of word processing.

SL 4

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33. MS Excel is an example of a spreadsheet program.
List TWO other different spreadsheet programs from the list provided.
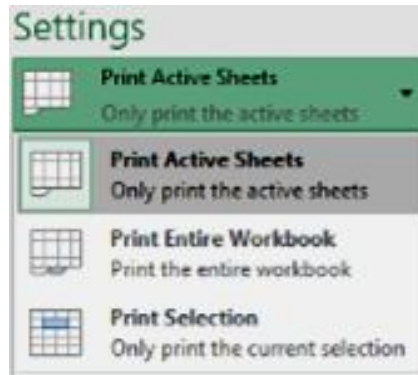
Spread32

Lotus 123   1._____

Excel18   2._____

PowerPoint

SL 2

34. Most of the times when working with spreadsheets, you may want to print only a section of your spreadsheet.

Which PRINT option will you select to print **ONLY a selection** of your spreadsheet? Circle the option on the picture provided.

SL 1

35. Explain the advantages of using a spreadsheet.

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SL 3

Use Figure 4 below to answer Number 36 to Number 41.

Figure 4

D16   ▼ : ✕ ✓ *fx*

	A	B	C	D	E	F
2	Names	Exam Mark /100	Exam 60%	Internal Assessment (IA) /100	IA 40%	Final Mark
3	Romeo Chan	85.3	51%	80.0	32%	83%
4	Lagi Misi	62.0	37%	65.8	26%	64%
5	Orsho Uati	70.0	42%	13	5%	47%
6	Tevita Pele	50.8	30%	15.0	6%	36%
7	Temu Kisa	68.0	41%	54.7	22%	63%
8	Mele Tanu	81.0	49%	81.9	33%	81%
9				TOTAL		
10				AVERAGE		
11				MIN		
12				TOTAL PASS		

36.   Identify the cell address of the *Active* cell.

SL 1

_____

37.   Which formatting style is applied to cell A1?

SL 1

_____

38.   The Final Mark for a student is calculated by adding the Exam 60% and IA 40% for each student. What type of data will be in F3?

SL 1

_____

39. Which formatting style is applied to the contents of cells C3 to C8?

_____

40. Fill in Column 2 of the table below with the correct function AND formula in Column 1 to run on Final Mark column of the spreadsheet in Figure 4 (page 12).

Column1	Column2
TOTAL	
AVERAGE	
MINIMUM	
TOTAL PASS	

41. Name the *range* of cells which contain the *Names* of students.

_____

42. Describe the meaning of the data entry error ##### in MS Excel.

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43. Describe the effect of the Ctrl + home keys and why would a user need to press these keys in a spreadsheet?

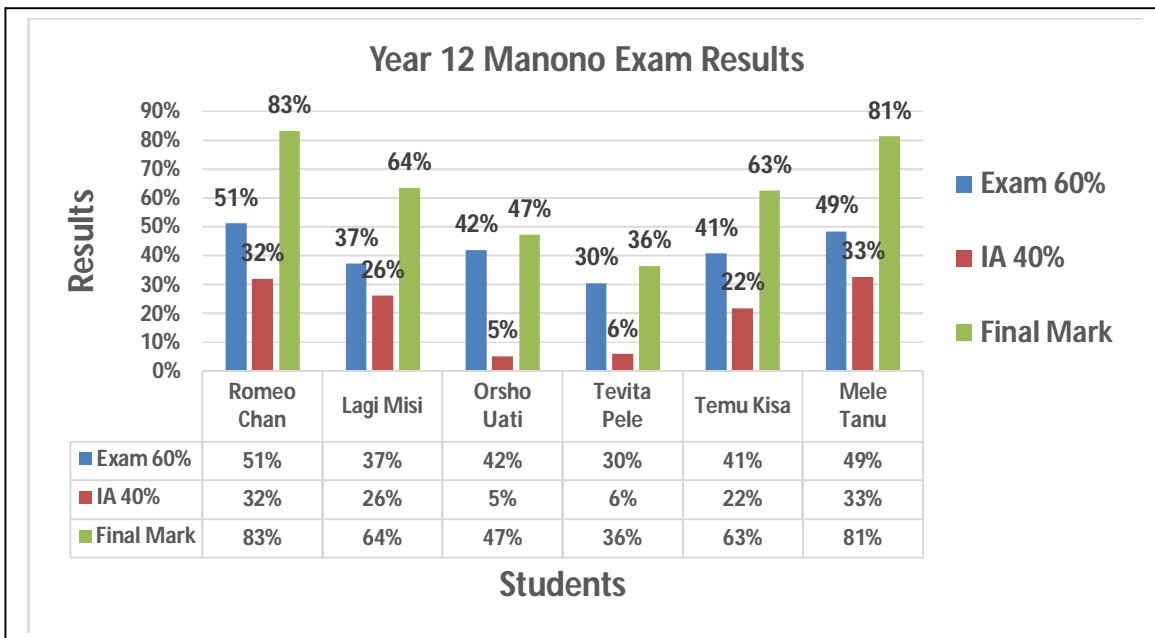|	
	SL 2

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Figure 5

44. Explain the *type* of graph in Figure 5 in terms of the information that it is displaying.

	SL 3

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45. Name a database program that you are currently familiar with.

_____

46. Sorting data in databases means to organize data in a particular order.
Name ONE way to sort data in databases.

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47. Fill in the necessary data types for the following database fields from the table below:

StudentID	FirstName	Birthdate	Gender	Age	Marital Status
18COM123	Tusipepa	12-Dec-80	Female	22	M
17COM768	Tiana	15-Feb-85	Female	32	S
18COM213	Faafetai	23-Jun-79	Male	25	D
18COM509	Junior	28-Feb-98	Male	42	M
16COM836	Tupe	14-Sep-99	Male	50	S
16COM746	Lefetaui	20-Oct-93	Female	30	D

Fieldname	Datatype
StudentID	
Birthdate	
Age	
Marital Status	

48. Which field in the table in Number 47 above is best suited to be a Primary Key of this table?

_____

49. Name the object *VIEW* that the table in Number 47 is displayed.

SL 1

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50. The result of a query is normally displayed in a table called the

SL 1

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51. A database is made up of four (4) objects – tables, forms, queries and reports. Explain the functions of a table in a database.

SL 3

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52. What is a Database Management System (DBMS)?
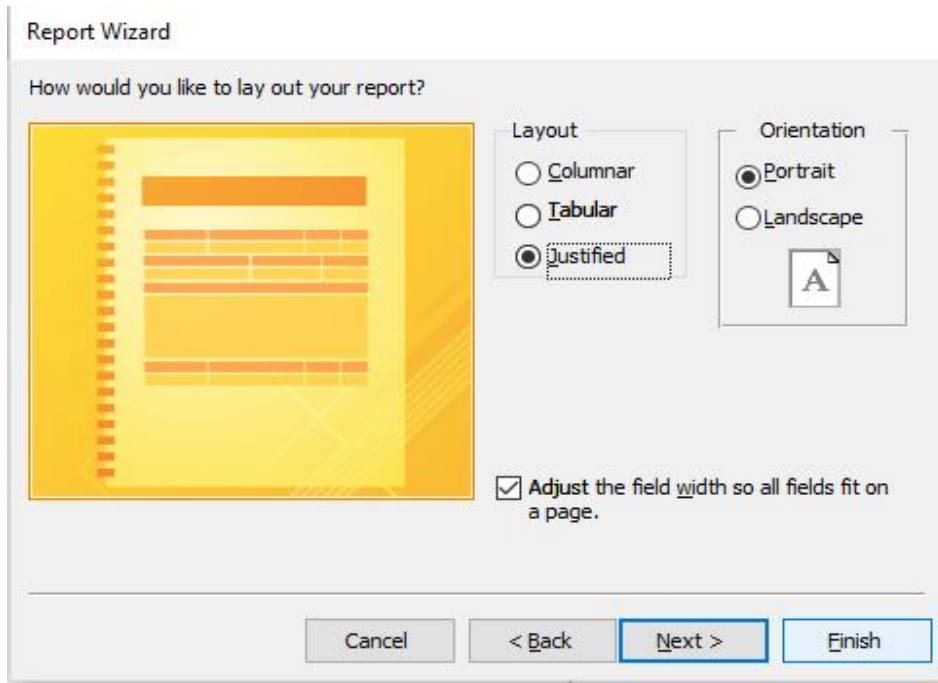
SL 1

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Use Figure 6 below to answer Number 53 and Number 54.

Figure 6

53. Which layout style is applied to the report in Figure 5?

	SL 1

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54. Which page orientation is used for the report in Figure 5 above?

	SL 1

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55. Explain the purpose of a report.

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STUDENT EDUCATION NUMBER									

COMPUTER STUDIES

2018

(For Scorers only)

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