

STUDENT EDUCATION NUMBER

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GOVERNMENT OF SAMOA  
MINISTRY OF EDUCATION, SPORTS AND CULTURE

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## Samoa School Certificate

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# COMPUTER STUDIES

## 2017

### QUESTION and ANSWER BOOKLET

Time allowed: 3 Hours & 10 minutes

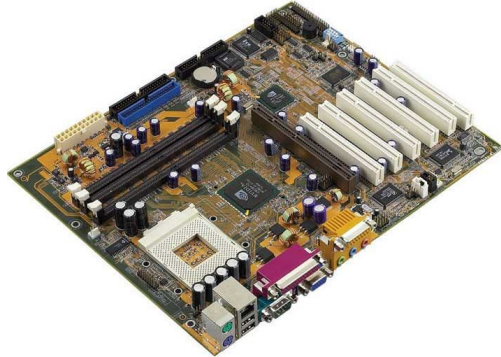
#### INSTRUCTIONS

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 left 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
<b>STRAND 1:</b>	PERSONAL COMPUTER SYSTEM AND MANAGEMENT	2	61	34
<b>STRAND 2:</b>	USING PERSONAL COMPUTER APPLICATION	8	119	66
<b>TOTAL</b>			<b>180</b>	<b>100</b>

Check that this booklet contains pages 2-21 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. What is the component below?



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\_\_\_\_\_

SL 1

2. What is the effect of right clicking the mouse on hidden options?

\_\_\_\_\_

\_\_\_\_\_

SL 1

3. Which key on the keyboard allows **overtyp**e?

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SL 1

4. Explain the difference between **Cold Start** and **Warm Start**.

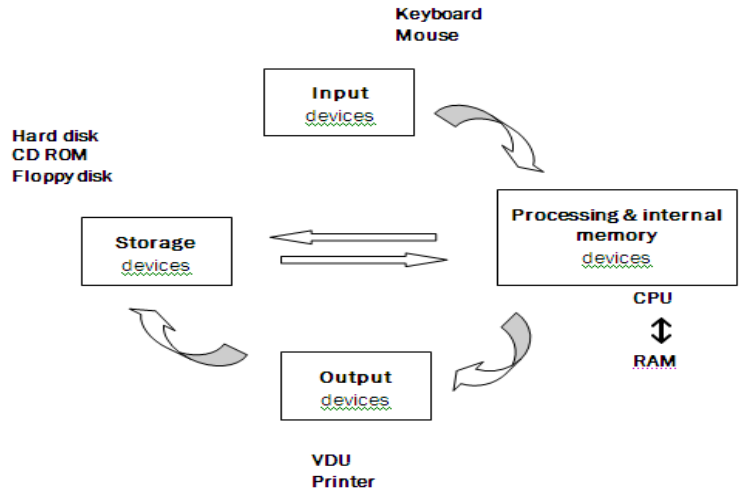
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SL 2



Use the diagram above to answer the following.

5. Explain how data flows from *input device*, *processing device* and *output device*.

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SL 3

6. Discuss **3 WAYS** of maintaining environmental conditions required by a computer and why this is important.

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SL 4

**A3+ PRINTER**

**\$368** UP: \$418

 \$50 



**Epson Workforce WF-7011**  
**A3+ WIFI OFFICE INKJET PRINTER**

- Print Resolution: 5760 x 1440dpi
- Print Speed: 34/34ppm (Mono/Colour)
- WiFi/Ethernet Connectivity
- Duplex Printing

**Use the printer specification above to answer the following:**

7. List the **paper size** used by this printer, the number of **pages** that can be printed per minute and the **Manufacturer**.

Paper Size: \_\_\_\_\_

Pages per minute: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

SL 3

8. What is an *ASCII code*.

\_\_\_\_\_

\_\_\_\_\_

SL 1

9. Name the following Application Software:



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SL 2

10. There are six functions of the Operating System. Explain any THREE functions.

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SL 3

11. **Cut and Paste** is one way to move a file or folder to a new directory. State another way to **move** a file.

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SL 1

12. Delaine organizes her assignments and school work using a hierarchy. Explain the THREE uses of labeling the directories.

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SL 3

13. Draw a file hierarchy by using the following file paths.

- K:\Computer Studies\Assessment 1
- K:\Computer Studies\Assessment 2
- K:\Computer Studies\Assessment 1\ File Management.docx
- K:\Computer Studies\Assessment 1\ Word Processing.pptx



SL 4

14. Cecilia tried to enter her username which are all lower case to log in. She was unable to get through.

What was a likely problem?

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SL 1

15. Henry was inputting numbers using the numeric keypad. He realized that the computer was not producing numbers and the cursor was moving from place to place? What was most likely the problem?

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SL 1

16. Timothy copied an anti-virus software from his friend's computer. His friend bought a single license for this anti-virus from CSL.

Name the ethical issue in this situation and give a brief explanation to justify your answer.

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SL 2

17. Give ONE impact of computers on society in terms of employment opportunities.

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SL 1

**STRAND 2: USING PERSONAL COMPUTER APPLICATIONS Weighting 66**

18. The following list shows some examples of Word Processing Programs. Name another example of a Word Processing Program.

- Word Pad
- MS Word
- Open Office Writer

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SL 1

19. Sina wants to move an object to the bottom of her document. After she CUT the object she clicked at the bottom of her document and all of a sudden her mouse did not respond.

How can she paste the object without using the mouse?

\_\_\_\_\_

SL 1

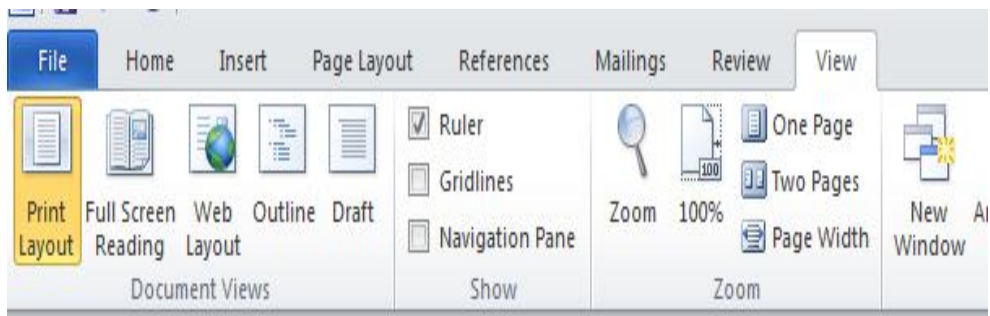
20. Joan was asked by her Computer Studies Teacher to save a copy of her short story on a flash drive.

Name the principle of Word Processing applied here.

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SL 1

21. Name the active Tab that displays the ribbon below.

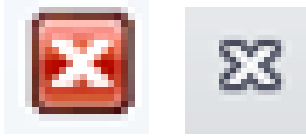


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SL 1



22. Which of the following icons will be used to CLOSE a file? (Circle the correct answer).



SL 1

23. Thomas was complaining about characters being **overwritten** while typing a letter. How can the problem be solved?

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SL 1

24. Name the following icon in MS Word.



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SL 1

25. The word below uses two different font types. Name the font type used by each word.

**Computer** \_\_\_\_\_

Computer \_\_\_\_\_

SL 2

26. Give TWO advantages of the **Find and Replace** tool in Word Processing.

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SL 2

27. List TWO formats shown in the table below.


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SL 2

28. Label each type of spacing and explain the difference between them.

word

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w o r d

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SL 3

29. Explain the purpose for each Formatting feature in MS Word.

- **Increase indent:**

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- **Page Border:**

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- **Bullet points:**

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SL 3

30. Use the following table to answer Number (i) – (iv).

M25								
	A	B	C	D	E	F	G	
1								
2								
3								
4			<b>YEAR 12 CLASS FUNDS</b>					
5			<b>NAME</b>	<b>TERM ONE</b>	<b>TERM TWO</b>	<b>TERM THREE</b>	<b>TOTAL FUND</b>	
6			Joseph	\$ 20.00	\$10.00	\$15.00	\$ 45.00	
7			Mark	\$ 15.00	\$ 5.00	\$25.00	\$ 45.00	
8			Albert	\$ 45.00	\$14.00	\$25.20	\$ 84.20	
9			Simon	\$ 21.00	\$22.00	\$20.00	\$ 63.00	
10			AJ	\$ 14.00	\$15.00	\$47.00	\$ 76.00	
11			Tagimaiala	\$ 15.60	\$ 6.80	\$54.20	\$ 76.60	
12				\$130.60	\$72.80	#DIV/0!		
13								

(i) What is the format for cell C4?

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SL 1

(ii) What is an appropriate **filename** for the above worksheet?  
Name the file with the **file extension**.

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SL 1

(iii) What is the **active or selected cell** of this worksheet?

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SL 1

(iv) Name the **cell type** for cell G9.

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SL 1

(v) If the active cell is F3 what will appear in the Name Box if you press **Home key** on the keyboard?

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SL 1

(vi) Define the entry error **#DIV/0!** in cell F12.

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SL 1

31. Using the Table in Number 30, write the appropriate function to calculate the following.

- Highest Class Fund in Term Two

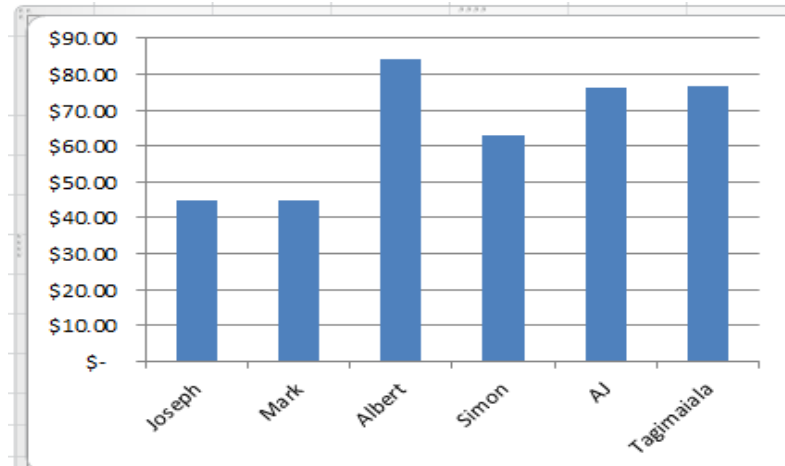
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SL 2

- Total Number of Students in Year 12

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32. Study the following graph. The graph is based on the Total Funds column as in the Table for Number 30.



- (i) The graph does not have a title and label for the two axes. Name these parts appropriately.

(a) **Title** \_\_\_\_\_

(b) **Y Axis** \_\_\_\_\_

(c) **X Axis** \_\_\_\_\_

SL 3

33. One way to load MS Excel program is to double click the shortcut icon on the desktop. Give another way to load a MS Excel program.

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SL 1

34. Teo was told by his Computer teacher to use a spreadsheet program to enter their class funds.

Give TWO advantages for Teo to use a spreadsheet program instead of manually recording class funds.

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SL 2

35. Underline TWO Spreadsheet programs in the list below:

- Word Perfect
- Gnumeric
- Oracle DBMS
- MS Powerpoint
- Open Office Calc
- MySQL

SL 2

36. Use the following table to answer Number 36 (i – iv).

	A	B
1	<b>TEUILA FESTIVAL 2017</b>	
2	Mauluulu Competition	\$ 200.00
3	Fautasi Competition	\$ 1,500.00
4	Float	\$ 500.00
5	Rugby Tournament	\$ 500.00
6	Volleyball Tournament	\$ 1,000.00
7		

Name the layout format applied to the following cells, rows and columns.

- (i) Row 1 \_\_\_\_\_

SL 4

(ii) Column B \_\_\_\_\_

(iii) Alignment A2:A6 \_\_\_\_\_

(iv) B3 \_\_\_\_\_

37. Which of the following is **NOT** a Database Program? (Underline the correct answer).

- FileMaker Pro
- Softmaker Presentation
- Oracle DBMS
- MySQL
- IBM DB2

SL 1

38. Define sorting data in **Descending order**.

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\_\_\_\_\_

SL 1

39. What is the purpose of previewing a report before printing it?

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\_\_\_\_\_

SL 1

40. Which View will you use to enter records in a table?

- **Design View** or **Datasheet View**?

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SL 1

41. What is an advantage of using **Report Wizard** to create a report in MS Access?

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SL 1

42. Identify the database object below.



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SL 1

43. What will be an appropriate data type for a field name, **Total Payment**?

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SL 1

44. Why do we need to **Run a Query** when we use the Query Design object?

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SL 1



45. What is the difference between a **Flat file** and a **Relational database**? Give an example.

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SL 3

46. Explain the following database objects.

- **Query:**

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- **Form:**

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- **Report:**

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SL 3

orders				
orderid	customer	item	unitprice	quantity
1	adam	apples	\$55.00	29
22	john	apples	\$40.00	30
3	paul	bananas	\$29.99	29
13	john	bananas	\$29.99	4
18	paul	bananas	\$40.00	8
20	paul	bananas	\$40.00	4
5	heather	grapes	\$12.00	10
6	paul	grapes	\$12.00	22
4	heather	oranges	\$34.50	18

Use the table above to answer the following.

47. Create a Query. List customer names and sort them in ascending order of those who ordered bananas.

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

SL 2

48. Explain the purpose of a query with Criteria and state an example.

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SL 3

Date	Receipt #	Customer Code	Type of Payment	Total Amount	Client
21-Jul-16	1245	C011	Cash	\$200.00	
03-Jun-17	3385	C012	Cheque	\$510.00	
21-Dec-16	7488	C019	Cheque	\$248.00	
29-Jan-17	8544	C098	Cheque	\$745.00	
23-Mar-17	4479	C123	Cash	\$124.00	
27-May-17	5221	C412	Cash	\$175.00	
26-Jul-16	1488	C510	Cheque	\$2,589.00	
15-Aug-17	5211	C012	Cheque	\$1,452.00	
18-Dec-16	144	C412	Cash	\$950.00	
14-Apr-16	1457	C011	Cash	\$245.00	

Record: 9 of 10 No Filter Search

49. Fill in the Design View diagram below with the field Names and their Data Types of Payment as shown in the Table above.

Field Name	Data Type

SL 4

50. Fill in the field Properties below with the **Format** for Date field, **Decimal Places** for Total Amount field, **Validation Rule** and **Validation Text** for Type of Payment field.

SL 4

Field Properties	
General	Lookup
Format	
Decimal Places	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Indexed	No

STUDENT EDUCATION NUMBER									

# COMPUTER STUDIES

2017

(For Scorers only)

CURRICULUM STRANDS	Weighting	Scores	Check Scorer
<b>STRAND 1: PERSONAL COMPUTER SYSTEM AND MANAGEMENT</b>	34		
<b>STRAND 2: USING PERSONAL COMPUTER APPLICATIONS</b>	66		
<b>TOTAL</b>	<b>100</b>		