



Samoa School Certificate

COMPUTER STUDIES

2019

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 2-17 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. Circle the **Document Keys** on the Qwerty Keyboard diagram below.



SL 1

2. State any **TWO** power problems in Samoa and discuss each.

SL 4

3. List ways that can help solve power problems in Number 2.

SL 3


4. Explain with an example the differences between an Inkjet and Laser Printer.

SL 3

5. According to the following specification, **CIRCLE** the size for the Primary Memory of this Computer.

Windows edition

Windows 10 Pro
© 2015 Microsoft Corporation. All rights reserved.



System

Processor: Intel(R) Core(TM) i3-4010U CPU @ 1.70GHz 1.70 GHz
Installed memory (RAM): 1.00 GB
System type: 32-bit Operating System, x64-based processor
Pen and Touch: No Pen or Touch Input is available for this Display

Computer name, domain, and workgroup settings

Computer name: Win10-Laptop-3 [Change settings](#)
Full computer name: Win10-Laptop-3
Computer description:
Workgroup: WORKGROUP

SL 1

6. Describe the purpose for the following common application software.

(i) Database: _____

(ii) Spreadsheet: _____

SL 2

7. Chrism used Windows Explorer to rename a file he saved. What is another way to rename a file using MS Word?

SL 1

8. List TWO advantages of organizing and grouping files properly within a directory.

SL 2

Use the following file pathway to answer Number 9.

R:\Samoa 2019\Pacific Games\Weight Lifting\Gold Medal.txt
R:\Samoa 2019\Pacific Games\Netball\Bronze Medal.docx

9. Alex move Gold Medal.txt file into folder Netball. Write the new file pathway for Gold Medal.txt.

SL 1

10. Jaracz was trying to enter numbers using the Numeric Keypad. The cursor moves but does not show any numbers. What seems to be the problem?

SL 1

11. Identify a negative effect of computers on employment opportunities nowadays.

SL 1

12. Explain what an anti-virus is and provide an example of an anti-virus program.

SL 3

13. Discuss with examples the following ethical issues.

(i) Information Piracy: _____

SL 4

(ii) Individual Privacy: _____

14. Explain with an example how to maintain the environmental conditions required by a computer.

SL 3

15. Differentiate between **Cold Start** and **Warm Start**.

SL 2

16. Explain the relationship between an Operating System and Application Software. Give an example.

SL 3

17. Explain the function of an **Operating System**.

SL 3

21. Name and explain the format applied to the object in the middle of the text below.

“Shoes and other gear are running, but they are not the and hard work are the Kuras, who won gold in the no shoes, urges other prefer not to wear them.



only there to help us be more comfortable when reason why we win. Our talent, determination reason why we win.” – Vanuatu’s Margaret women’s half marathon running in socks, but Pacific island runners to ditch the shoes if they

SL 3

22. Explain with an example, the purpose of **backup file** in Word Processing.

SL 3

23. From the list of fonts below, which font is recommended as an appropriate font for a **Wedding Invitation** and a **Newsletter**?

- (i) Times New Roman
- (ii) **Britannic Bold**
- (iii) **Aharoni**
- (iv) *Edwardian Script*
- (v) Arial Unicode MS

Wedding invitation _____

Newsletter _____

SL 2

24. List purposes for **Find and Replace** option in MS Word.

SL 2

25. The school secretary always uses the **Print Preview** option before she prints her report. List TWO reasons why the secretary uses this option.

SL 2

26. Underline a Spreadsheet Program from the list below:

- MS PowerPoint
- Gnumeric
- Dbase
- Open Office Calc.

SL 1

Use the Spreadsheet below to answer Numbers 27 – 33.

J21				
	A	B	C	D
1	TALOFA SUPERMARKET - PAYROLL			
2				#NAME?
3	Employee	Hours	Rate	Net Salary
4	Joan	40	\$3.00	\$120.00
5	Ethan	20	\$5.00	\$100.00
6	Simon	35	\$5.80	\$203.00
7	Mal	45	\$2.50	\$112.50
8	Togii'a	35	\$6.00	\$210.00
9	Natanya	40	\$4.00	\$160.00
10	TOTAL NET SALARY			
11	AVERAGE NET SALARY			
12	TOTAL NUMBER OF EMPLOYEES			

27. What do you call the cell that appears in the Name Box?

SL 1

28. Name the cell type for cell D4.

SL 1

29. What will be the new cell address in the Name Box if you press the **Home** Key on the Keyboard?

SL 1

30. What causes the entry error in cell D2?

SL 1

31. Name the formats for the following cell address.

- (i) B10 _____
- (ii) A12 _____
- (iii) C4 _____
- (iv) D3 _____

SL 4

32. Write the correct **formula or function** for the following:

- (i) Net Salary _____
- (ii) Total Net Salary _____
- (iii) Average Net Salary _____
- (iv) Total Numbers of Employee _____

SL 4

33. Explain how to create a column graph for Employees and their Net Salary; save the graph into a new sheet and name it CHART.

SL 3

34. Define Database Management System.

SL 1

35. What is a **Dynaset** in Database?

SL 1

36. What is the purpose of the ***Primary Key*** in Database?

SL 1

37. Describe TWO advantages of using a database.

SL 2

38. Tables and Forms are examples of database objects. List the other TWO database objects.

- (i) _____
- (ii) _____

SL 2

39. Explain each database object you listed in Number 38 and give examples for each.

SL 3

40. The following icons are at the bottom of a Database table. Name the following icons.





SL 2

41. What is the difference between a **Flat file** and a **Relational Database**? Give examples for each.

SL 3

42. Explain the purpose of a Query with a Criteria. Give an example.

SL 3

Use the Student table below to answer Numbers 43 – 45.

STUDENT TABLE

<u>STUDENT ID</u>	<u>STUDENT NAME</u>	<u>BIRTHDATE</u>	<u>GENDER</u>	<u>SCHOOL FEE</u>
190014	Susana Kelemete	16 May 2003	Female	\$400.00
190022	Teo David	22 Feb, 2004	Male	\$300.00
190144	Kimberly Tipasa	21 Dec, 2003	Female	\$450.00
190124	Alex Mauia	22 Nov, 2003	Male	\$520.00
191442	Chad Lafaele	12 Mar, 2003	Male	\$120.00

43. Fill in the data types for the following fields.

SL 4

Field Name	Data types
STUDENT ID	
STUDENT NAME	
BIRTHDATE	
SCHOOL FEE	

44. Create a Simple Query using information from the table on page 15. Write a query for all students who were born in 2003 and show their Student ID's. Sort Student Names in ascending order.

FIELD					
TABLE					
SORT					
SHOW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CRITERIA					
OR					

SL 3

45. Fill in the Field Properties for Gender Field using the Validation Rule and Validation Text.

Field Size	255
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	Yes
Allow Zero Length	Yes
Indexed	Yes (No Duplicates)
Unicode Compression	Yes

SL 4

STUDENT EDUCATION NUMBER									

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2019

(For Scorers only)

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