GOVERNMENT OF SAMOA
MINISTRY OF EDUCATION, SPORTS AND CULTURE

Samoa School Certificate

COMPUTER STUDIES

2020

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

STRAND 1: PERSONAL COMPUTER SYSTEM AND MANAGEMENT   Weighting 38

1. What is a **Hard Disk Drive** in a computer?

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SL 1

2. Tasimani was trying to print his birthday invitations but the printer was not responding. Identify any **simple hardware fault** that may cause this problem.

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SL 1

Describe the use of the following keys on the QWERTY keyboard to answer questions 3 and 4.

3. Function Keys

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_____

SL 2

4. Control Keys

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5. List TWO ways to solve **Power Problems** that may be caused by Power Surge, Power Loss, Power Spike or Brownout.
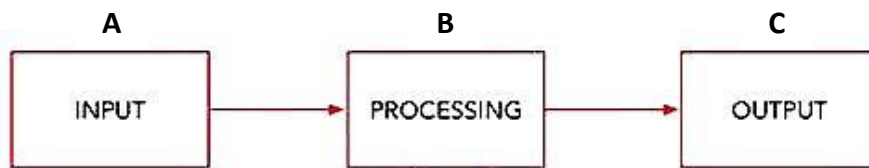
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SL 2

Use diagram below to answer question 6.

A	B	C
INPUT	PROCESSING	OUTPUT

6. Describe the interactions of data between the components starting from Box A to Box C.

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SL 3

7. Teo wanted to print a paragraph from Microsoft Word instead of the whole document. Provide the best advice for Teo so he can do this.

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SL 2

SPECIFICATIONS	
Print Speed (ppm)	Up to 30ppm
Printer Connectivity Filter	Hi-speed USB 2.0 interface for local connectivity
Print Resolution (dpi)	Up to 2400 x 600 dpi
Printer Monthly Duty Cycle	Up to 10,000 pages/month
Printer Memory	8MB
Paper Input Capacity	250-sheet capacity lower paper tray,single-sheet manual feed slot
Printer Output Capacity	100 sheets (face down), 1 sheet (face up)
Media Types Supported	Plain paper, thin paper, thick paper, thicker paper, recycled paper, bond, labels and envelopes
First Page Out (seconds)	Less than 8.5 seconds
Printer System Requirements	Windows: XP Home / XP Professional /XP Professional x64 Edition / Windows Vista/ Windows 7, 8, 8.1 / Windows Server 2003 /(32/64 bit) / 2008 / 2008 R2 / 2012 / 2012 R2/ Mac OS X v10.7.5, 10.8.x, 10.9.x Linux

8. Explain using the above Printer Specification the number of pages the printer can print per minute, the type of port used and the size of its inbuilt memory.

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SL 3

9. Explain the relationships between **Operating System** and **Application Software**. Give an example.

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SL 3

10. What keyboard shortcuts can you use to **CUT** a file from a location?

_____

SL 1

11. Describe an anti-virus and name an example.

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SL 2

12. Explain how viruses can enter a PC and provide a method to help prevent the PC from being infected.

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SL 3

13. Use the box below to draw a File Hierarchy for the following file paths.

     i.   *K:\Computer Studies\Operating System\System Software.pptx*
     ii.   *K:\Computer Studies\File Management\Files.docx*
     iii.   *K:\Computer Studies\Keyboarding Skolls.xlsx*
     iv.   *K:\Computer Studies\Ethical Issues\Copyright.accdb*

SL 4

14. Ethan typed in the capital letter E for his name by using the **Shift** key on the keyboard but somehow on the monitor it displays a small letter e. What could be the problem?

_____

_____

SL 1

15. When Ethan typed his application, he focused on the monitor and never looked at the keyboard. Explain the keyboard skills Ethan is demonstrating.

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SL 3

16. Identify a type of ethical issue when a company or organization restricts the information about their employees.

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SL 1

17. List **THREE** examples of works that can be protected by copyrights.

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SL 2

18. Discuss the positive and negative impacts of computers in education for Samoa during the COVID-19 State of Emergency. Provide examples to support your views.

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SL 4

19.   Name **ONE** principle of Word Processing.

_____

SL 1

20.   Provide the keyboard shortcut keys to close a MS Word file.

_____

SL 1

Use the text below to answer question 21 and 22.

As Covid-19 spreads around the world, it can be daunting keeping up with the information. For RNZ, our responsibility is to give you verified, up to the minute, trustworthy information to help you make decisions about your lives and your health. We'll also be asking questions of officials and decision makers about how they're responding to the virus. Our aim is to keep you informed.

21.   Name the **Alignment** used in the above text.

_____

SL 1

22.   Describe another way to move the last sentence to the beginning of the paragraph above instead of using Cut and Paste tool.

_____

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SL 2

23. Joan was typing an English Essay about Corona Virus using MS Word. She was asked to change the word Corona Virus to COVID-19. List the key steps in how to use 'Find and Replace' tool.

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SL 2

24. List **TWO** tab settings used in the table below.

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SL 2

Tomasi	$112.00	
Joan	$150.00	
Pelesasa	$210.05	
Alex	$13.00	
Jayjay	$3,205.00	
Corey	$1,025.00	

25. Explain the difference between **Proportional and Fixed Spacing** in Word Processing. Give an example.

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SL 3

26. Differentiate between **SAVE** and **SAVE AS** command. Provide examples.

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SL 3

27. Discuss a principle of Word Processing.

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SL 4

28. Define **Cell Reference** in Spreadsheet.

_____

_____

_____

SL 1

29. Name this type of data in a cell.

_= A12 − A15_

_____

SL 1

30. Describe the problem when the error message **#DIV/0!** displays.

_____

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_____

SL 1

31. List **TWO** Spreadsheet Programs apart from MS Excel.

_____

_____

SL 2

32. Write the correct **FORMULA** to calculate the values in the following cells.

(i)   Total for Z10 to Z15:   _____

(ii)   Average for H4 to H11: _____

SL 2

33. Explain the purpose of using **CTRL + HOME** key in spreadsheet. State an example.

_____

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SL 2

34. Provide steps to create a Pie Chart using data from columns X and Z only. Name the Chart 'Student'.

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35. Explain the **advantages** of Spreadsheets and give examples to support.

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Use the table below to answer question 36.

	A	B	C	D	E	F
1						
2						
3					12306.000	
4					1457.000	
5					222548.000	
6						
7						
8						

36. Illustrate your knowledge on excel layout by providing **FOUR** formats used on the table above.

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SL 4

37. Which diagram below is Datasheet View? Check (✓) box below.

Customers	
Field Name	**Data Type**
ⓘ CustomerId	AutoNumber
FirstName	Short Text
LastName	Short Text
DateCreated	Date/Time

Employees		
EmployeeID ▾	**FirstName** ▾	**LastName** ▾
1	Joe	Smith
2	Fred	Smith
3	Mary	Jones
4	Greg	King
5	Jack	Wells
6	Sally	Smith
7	Jennifer	White
9	Sara	Brown
10	Sally	Smith
＊	(New)	

☐   ☐

38. Define **Auto Number** data type.

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_____

_____

_____

_____

39. Sort Table below by **descending** order of Last Name. Write the LAST NAME now in **third place**.

YEAR 12 COMPUTER STUDIES

FIRST NAME	LAST NAME	PROGRAM
Gracegaleed	JOSEPH	ART
Mileitoga	CHRIS	COMMERCE
Chrism	ETHAN	SCIENCE
Natanya	SIMON	SCIENCE
Willie	MALO	ART
Mal	WINSTON	COMMERCE

_____

Use the Employee Table below to answer questions 40 to 43.

EMPLOYEE TABLE

Employee Code	Employee Name	Employee Date of Birth	Gender	Salary (per annum)
E20211	Agape SIMANU	22/05/95	F	$12,000.00
E20312	Teo ALOFA	18/12/97	M	$8,000.00
E20122	Mark MATHEW	6/07/99	M	$18,000.00
E20312	Anabella TIMOTEO	25/12/94	F	$36,000.00

40. Name the Primary Key. Describe the purpose of a Primary Key in database.

_____

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_____

SL 2

41. Sort the Employee Table in ascending order by the 'Employee Date of Birth'. Write the results below – show the Employees Names and their date of birth.

RESULT

SL 2

42. Write a Query showing **<u>Employee codes</u>** for all **<u>female employees</u>** only and sort **<u>Employee Names</u>** in **ascending** order.

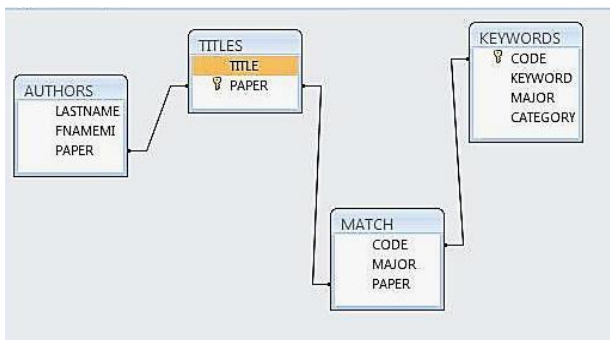| FIELD					
TABLE					
SORT					
SHOW	☐	☐	☐	☐	☐
CRITERIA					
OR					

43. Fill in the data types for the following fields from **Employee Table** in question 40.

Field Name	Data types
EMPLOYEE CODE	
EMPLOYEE DATE OF BIRTH	
GENDER	
SALARY (per annum)	

44. Name and explain the differences between these two types of database.

Code	Owner	Zone
01	Bob	Residential
02	Jane	Commercial
02	Smith	Commercial
03	Mary	Residential

NAME: _____   NAME: _____

SL 3

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45. Explain the purpose of a **<u>Report</u>** in a *School Database*. Give an example.

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SL 3

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46. Explain the difference between **Validation Rule** and **Validation Text**. Provide example/s to support.

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SL 4

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STUDENT EDUCATION NUMBER								

COMPUTER STUDIES

2020

(For Scorers only)

CURRICULUM STRANDS		Weighting	Scores	Check Scorer	Double Entry (AED)
STRAND 1:	PERSONAL COMPUTER SYSTEM AND MANAGEMENT	38			
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TOTAL		**100**			