



GOVERNMENT OF SAMOA  
MINISTRY OF EDUCATION, SPORTS AND CULTURE

STUDENT EDUCATION NUMBER

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## Samoa School Certificate

# COMPUTER STUDIES

# 2021

## 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.

STRANDS			Page	Time (min)	Weighting
SECTION 1	MULTIPLE CHOICE		2	20	14
SECTION 2	SHORT ANSWERS				
	STRAND 1	PERSONAL COMPUTER SYSTEMS AND MANAGEMENT	7	75	33
	STRAND 2	USING PERSONAL COMPUTER APPLICATIONS	12	85	53
	TOTAL			180	100

Check that this booklet contains pages 2-22 in the correct order.

**HAND THIS BOOKLET TO THE SUPERVISOR AT THE END OF THE EXAMINATION.**

Read each test item and then select A, B, C, D or E. Write the letter in the box provided.

1. A computer component that is responsible for performing all data processing is called:

A. flash drive.  
B. speakers.  
C. projector.  
D. central processing unit.  
E. scanner.

SL 1

2. For companies with high printing loads, what type of printer is more reliable for them to use?

A. Inkjet.  
B. Dot-matrix.  
C. Laser.  
D. Daisywheel.  
E. Typewriter.

SL 1

3. Byte is the basic unit of measurement in data storage. Therefore, 8bits = 1 Byte, 1024 Bytes = 1KB, 1024 Kilobytes = 1MB. What is 2560 Megabytes equal to?

A. 2 Terabytes.  
B. 2.5 Gigabytes.  
C. 3.5 Megabytes.  
D. 2 Gigabytes.  
E. 2.5 Megabyte.

SL 1

4. To understand more about a computer program, the user should use the:

- A. reform feature.
- B. help feature.
- C. seek feature.
- D. asking feature.
- E. format feature.

☐

SL 1

5. Reproduction, selling and distribution of another person's work without permission, breaches which legal and ethical issue?

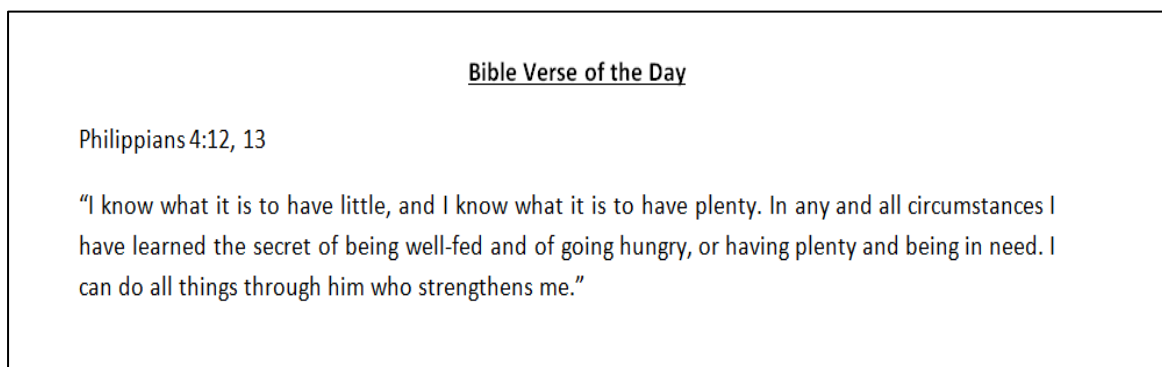
- A. Individual Privacy.
- B. Information Privacy.
- C. Corporate confidentiality.
- D. Copyright.
- E. Selling Right.

☐

SL 1

Use the information in Figure 1 to answer Number 6 to 8.

Figure 1



6. Which Menu of Microsoft Word can you find the formatting tools to format the heading **Bible Verse of the Day** as shown in Figure 1?

- A. Insert
- B. Design
- C. Layout
- D. Home
- E. View

☐

SL 1





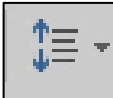
7. What alignment style is applied to the paragraph in Figure 1?

- A. Centre Align.
- B. Right Align.
- C. Justify.
- D. Left Align.
- E. Both A and B.



SL 1

8. To set Line spacing in Figure 1, which of the following icons is the correct one to use?

- A. 
- B. 
- C. 
- D. 
- E. 



SL 1

Use the following table in Figure 2 to answer Number 9 to 12.

**Figure 2**

H14							
	A	B	C	D	E	F	G
1							
2							
3		<b>UNIVERSITY FEES REPORT</b>					
4		<b>NAME</b>	<b>SEMESTER ONE</b>	<b>SEMESTER TWO</b>	<b>TOTAL FEES</b>	<b>STATUS</b>	
5		Changsha	\$1,100	\$1,230	\$2,330	Full Scholarship	
6		Peni	\$1,035	\$990	\$2,025	Self-Sponsored	
7		Faga	\$1,350	\$1,220	\$2,570	Full-Scholarship	
8		Toetu	\$1,250	\$1,100	\$2,350	Partial Scholarship	
9		Ana	\$550	\$1,200	\$1,750	Self-Sponsored	
10			<b>\$5,285</b>	<b>#NAME?</b>	<b>\$11,025</b>		
11							

9. Determine the type of data in cell **F4**.

- A. Numeric
- B. Value
- C. Label
- D. Formulae
- E. Date

☐

SL 1

10. What formatting tool was used to format cells **B3 to F3**?

- A. Wrap text.
- B. Letter Align.
- C. Bold, Merge and Centre.
- D. Line Spacing.
- E. Bullets.

☐

SL 1

11. Examine the cause of error in cell **D10**. What could it be?

- A. Inaccurate cell range.
- B. A typing error in the formula.
- C. A typing error of the filename.
- D. A typing error in the sheet name.
- E. Unrecognized cell references.

☐

SL 1

12. The active cell in the spreadsheet is **H14**, what shortcut keys on the keyboard will move the cursor to cell **A14** and display this cell as the **active cell**?

- A. Ctrl + X
- B. Home
- C. Ctrl + Home
- D. Alt + X
- E. Alt + Home

☐

SL 1

13. Which of the following is an example of a database program?

- A. Microsoft Excess.
- B. Microsoft Excel.
- C. Microsoft Access.
- D. Microsoft PowerPoint.
- E. None of the above.

☐

SL 1

14. To view all data at once in a database, the user should use the:

- A. Design View.
- B. Datasheet View.
- C. Single View.
- D. Data View.
- E. None of the above.

☐

SL 1

SECTION 2: SHORT ANSWERS

STRAND 1

PERSONAL COMPUTER SYSTEMS AND MANAGEMENT

WEIGHTING 33

Read the questions carefully and write the correct answers clearly in the spaces provided.

Use Figure 3 to answer Number 15 and 16.

**Figure 3**



15. List two components that make the personal computer set in Figure 3 complete and ready to use by the user.

- (i) \_\_\_\_\_
- (ii) \_\_\_\_\_

SL 2

16. With the components you listed in Number 15, explain the flow of information from the input device, to the processor and to the output device.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SL 3

17. While Heta was working on her business report, her computer screen deems because of a **brownout**. Explain this power problem and report any **TWO** negative effects it imposes on the computers.

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SL 3

18. Write TWO solutions for Heta to help protect her data and computer from the power problem as in Number 17 above.

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SL 2



Use the following computer Lab Rules to answer Number 19.



19. According to the computer lab rules given above, discuss the importance of maintaining the required computer environment conditions.

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SL 4

20. Mr Changsha is new to technology and he wants to buy a new personal computer. Suggest any TWO operating systems to help get him started.

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

SL 2

21. To help Mr Changsha understand more about operating systems, explain the simple tasks of the Operating System to give him knowledge of its importance.

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SL 3

22. Ms Abigail was discussing the two types of storage with her computer class, Primary and Secondary Storages. The example of Primary storage is RAM and ROM. Help Ms Abigail to describe the difference between these two memories to the class.

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SL 2

23. While Ms Abigail was printing exercises for her class, the printer shows the following problem. Explain this printing error and provide a solution to the problem.

Paper Jam

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SL 3

24. After fixing the printing error, Ms Abigail organized her exercise files into directories. Explain any two advantages of her actions.

(i) \_\_\_\_\_  
\_\_\_\_\_

(ii) \_\_\_\_\_  
\_\_\_\_\_

SL 2

25. Mose bought a new computer from SSAB and he was very happy about their service. The company has already installed all programs he needs, including an Anti-virus program. Explain the purpose of this program.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SL 3

26. Discuss **TWO positive** and **TWO negative** impacts of computers to Samoan society today.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

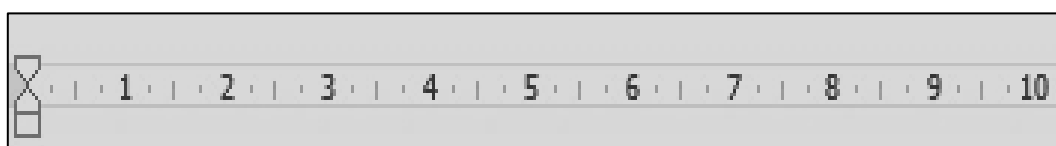
SL 4

Read the questions carefully and write the correct answers clearly in the spaces provided.

27. Insert symbols of the following tab stops on the ruler below according to the tab positions given.

(i) Decimal tab 6.5 cm

(ii) Right tab 8.5 cm



SL 2

28. Describe ONE way of how to open and close a word processing program.

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SL 2

29. The two tools given below are useful tools available in Microsoft Word. Discuss these two tools and its importance to the user.




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SL 4

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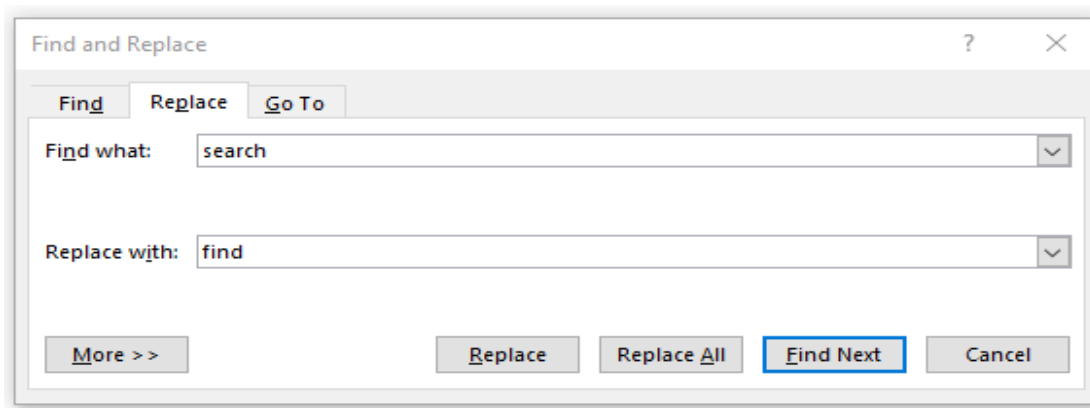
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Use the Find and replace tool below to answer Number 30.



30. According to the Find and Replace function above, describe what happens when the user presses the following buttons.

(i) Find Next

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(ii) Replace All

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SL 2

Use the following list to answer Number 31.

Bible Weekly Readings

- Philippians 4:12, 13
- Isaiah 43: 2
- Psalm 37: 5

31. Explain what happens to the list heading “Bible Weekly Readings” when applied **bold** and **increase indent** format, and what formatting tool that was applied to the rest of the list.

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SL 3

32. While Sam was typing his assignment at school, his computer teacher repeatedly advised him to save his documents regularly. Explain why it is important for Sam to take actions immediately.

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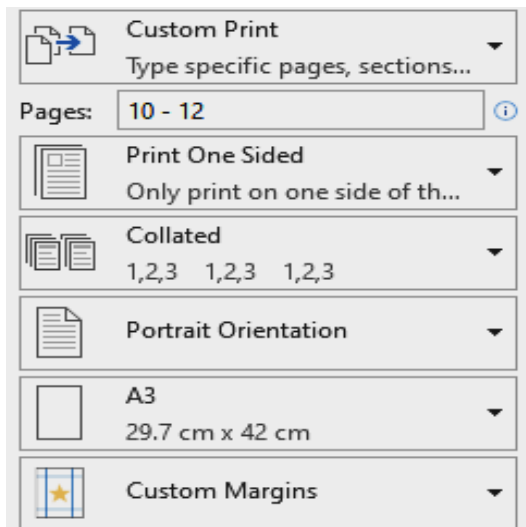
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SL 3

Use the following print preview to answer Number 33.



33. According to the print preview above, write the required paper size and the range of pages to print in the spaces below.

(i) Paper Size

\_\_\_\_\_

(ii) Print Pages

\_\_\_\_\_

SL 2

34. Explain the difference between Copy, Delete and Renaming of a file.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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SL 3

35. In a spreadsheet, explain the purpose of using **Ctrl + Home** shortcut keys.

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SL 2

36. Gloria uses a spreadsheet to record her weekly class funds. Explain the advantages of using the spreadsheets for Gloria.

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SL 3

37. When you see this ##### on your spreadsheet, describe what it means and what you will do to resolve this.

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SL 2



Use the Spreadsheet below to answer Number 38 and 39.

**Spreadsheet 1**

	A	B	C	D	E
1					
2	<b>Computer Course Quiz Report 2021</b>				
3					
4	<b>Students</b>	<b>Quiz One</b>	<b>Quiz Two</b>	<b>Quiz Three</b>	<b>Total Marks</b>
5	Peter	10	5	6	21
6	Nelly		4	3	7
7	Ti'a	8	7	12	27
8	Lina	6		11	17
9	Seta		15	4	19
10	Simona	13	2		15
11	James	14	5	9	28
12	<b>Number of Students who sat Quiz One</b>				
13	<b>Number of Students in the Computer Course</b>				
14	<b>Highest Total Mark</b>				
15					

38. Write the correct FUNCTIONS to calculate the:

(i) Number of Students who sat **Quiz One**.

\_\_\_\_\_

SL 4

(ii) Number of Students in the computer course.

\_\_\_\_\_

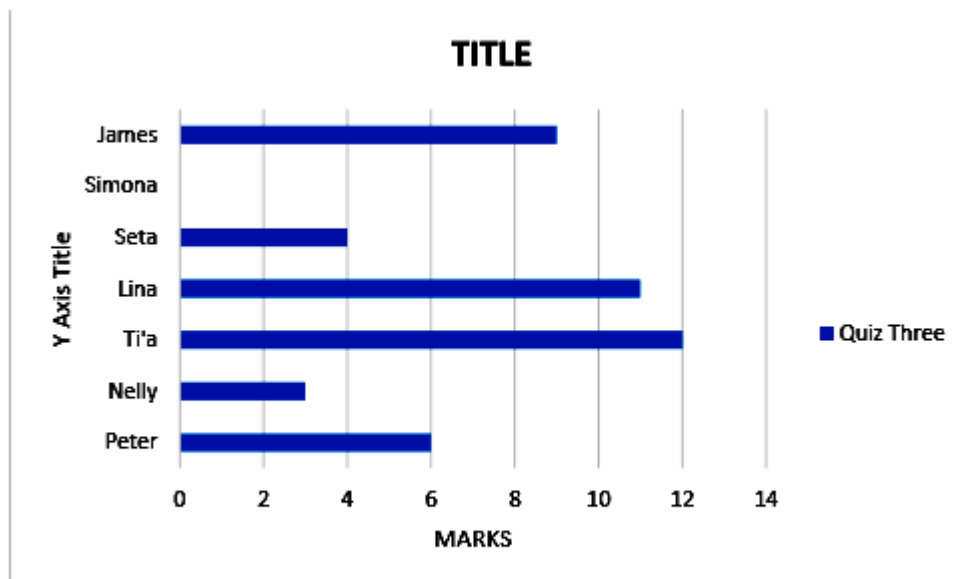
(iii) Total marks for **Lina**.

\_\_\_\_\_

(iv) Highest **Total Marks** to identify the top student.

\_\_\_\_\_

39. The graph below is based on the **Quiz Three** column in the spreadsheet 1 (page 17). Provide the answers to the questions below.



- (i) Name the Graph Type given above.

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SL 3

- (ii) Provide an appropriate Graph Title and a Y Axis Title.

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40. Describe a Database Management System.

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SL 2

41. Objects in a database is use to manipulate data. Give any two examples of objects in a database.

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SL 2

42. There are two types of databases, **Flat file** and **Relational database**. Explain the differences between these two databases.

[illegible]

SL 3

Use the table below to answer Number 43 to 45.

Borrow					
Student#	Book#	BorrowDate	Overdue	Fine	Payment Ty
1	B142	09/11/2020	<input checked="" type="checkbox"/>	\$100.00	Cash
2	B124	07/12/2020	<input checked="" type="checkbox"/>	\$50.00	Cash
3	B451	10/12/2020	<input checked="" type="checkbox"/>	\$155.00	Cheque
4	B115	12/11/2020	<input checked="" type="checkbox"/>	\$200.00	Cash
5	B212	21/01/2021	<input checked="" type="checkbox"/>	\$350.00	Cheque
6	B245	27/11/2020	<input type="checkbox"/>	\$0.00	
7	B458	08/10/2020	<input checked="" type="checkbox"/>	\$70.00	Cash
(New)			<input type="checkbox"/>	\$0.00	

43. Fill in the missing **fields** and **data types** of the Borrow table design given below.

Field Name	Data Type
Student#	AutoNumber
Payment Type	Short Text

SL 4

44. According to the records in the table, set the appropriate **Field Properties** for the following fields.

- (i) **BorrowDate** set the relevant Format

Format \_\_\_\_\_

- (ii) **Fine:** set Decimal Places property

Decimal Places \_\_\_\_\_

SL 4

(iii) **Payment Type:** set an appropriate Validation rule and Validation Text.

Validation Rule \_\_\_\_\_

Validation Text \_\_\_\_\_

45. Complete the query below with the missing information, to show all Students with **Overdue** books.

Field:	Student#	Book#	BorrowDate	Overdue
Table:		Borrow	Borrow	Borrow
Sort:				
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Criteria:				
or:				

SL 3

STUDENT EDUCATION NUMBER									

## COMPUTER STUDIES

2021

*(For Scorers only)*

STRANDS		Weighting	Scores	Check Scorer	Answer Sheet (Scorer)	AED Check
SECTION 1	MULTIPLE CHOICE	14				
STRAND 1	PERSONAL COMPUTER SYSTEMS AND MANAGEMENT	33				
STRAND 2	USING PERSONAL COMPUTER APPLICATIONS	53				
TOTAL		100				