



GOVERNMENT OF SAMOA  
MINISTRY OF EDUCATION, SPORTS AND CULTURE

STUDENT EDUCATION NUMBER									

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## Samoa School Certificate

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# COMPUTER STUDIES

# 2022

## 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		Pages	Time (min)	Weighting
STRAND 1	PERSONAL COMPUTER SYSTEMS AND MANAGEMENT	2 - 9	70	38
STRAND 2	USING PERSONAL COMPUTER APPLICATIONS	10 - 21	110	62
	<b>TOTAL</b>		<b>180</b>	<b>100</b>

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

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

For Questions 1 to 5, choose and write the LETTER of the correct answer in the box provided.

1. Which of the following is **TRUE** about Operating System?

- A. Organizing computer power outlets.
- B. Keep computer dust free and moisture.
- C. Handles memory allocation of data in computer.
- D. Handles air condition settings in computer labs.
- E. Provide power supply for the computer.

SL 1

2. Ctrl, Shift and Alt keys are examples of \_\_\_\_\_ on the QWERTY keyboard.

- A. function keys
- B. document keys
- C. control keys
- D. numeric keys
- E. arrow keys

SL 1

Use the following Hierarchy to answer Questions 3 – 4.

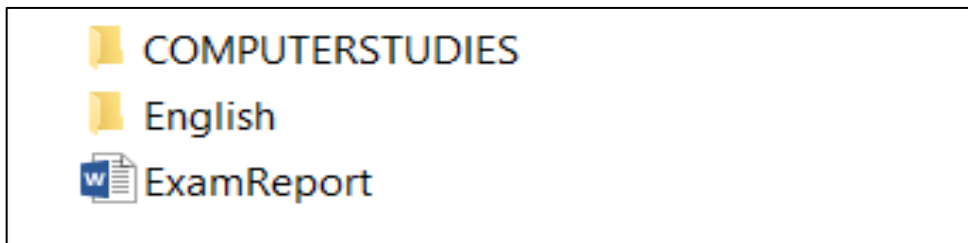


Figure 1

3. One way to move *ExamReport* file into *COMPUTERSTUDIES* directory, is by using keyboard shortcut keys. **Ctrl + C** to copy file and \_\_\_\_\_ to paste file into its new location.

- A. Ctrl + P
- B. Ctrl + X
- C. Ctrl + V
- D. Ctrl + M
- E. Ctrl + R

SL 1

4. To type folder name English all in Capital letters, the user should:

- A. press shift key before typing the folder name.
- B. press insert key while typing the folder name.
- C. press num lock key after typing the folder name.
- D. press Caps Lock key before typing the folder name.
- E. press alt key while typing the folder name.

SL 1

5. How are data represented in a computer using binary codes?

- A. Data is represented in three possible states 1, 2 and 3.
- B. Data is represented in one number which is 0.
- C. Data is represented in two number states, 0 and 1.
- D. Data is represented in four possible states 1, 2, and 4.
- E. None of the above.

SL 1

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

6. Describe the different between **Cold Start** and **Warm Start** of a computer.

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SL 2

Use the following Figure 2 to answer Questions 7 – 8.

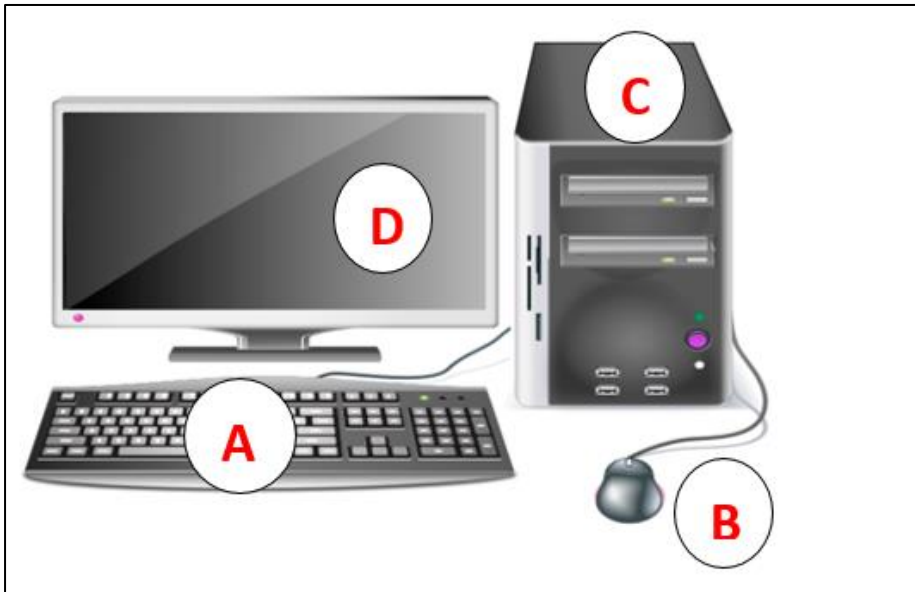


Figure 2

7. Describe the functions of each computer components labelled A and B in **Figure 2** above.

A: \_\_\_\_\_  
\_\_\_\_\_  
B: \_\_\_\_\_  
\_\_\_\_\_

SL 2

8. Sula was trying to turn on his computer but it is NOT responding. State any **TWO** hardware fault solutions that may resolve this problem.

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

SL 2

9. A while into using his computer after fixing the hardware faults, a sudden **power spike** occurred. Explain the effects of the power spike on Sula's computer.

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SL 3

10. Application software depends on the Operating system for functioning. Explain the relationship between the **Application Software** and the **Operating System**.

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SL 3

11. State any **TWO** examples of Operating Systems.

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

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

SL 2

12. If a computer is infected with virus, explain procedures to protect data and the personal computer.

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SL 3

Use the Hierarchy below to answer Questions 13 – 15.

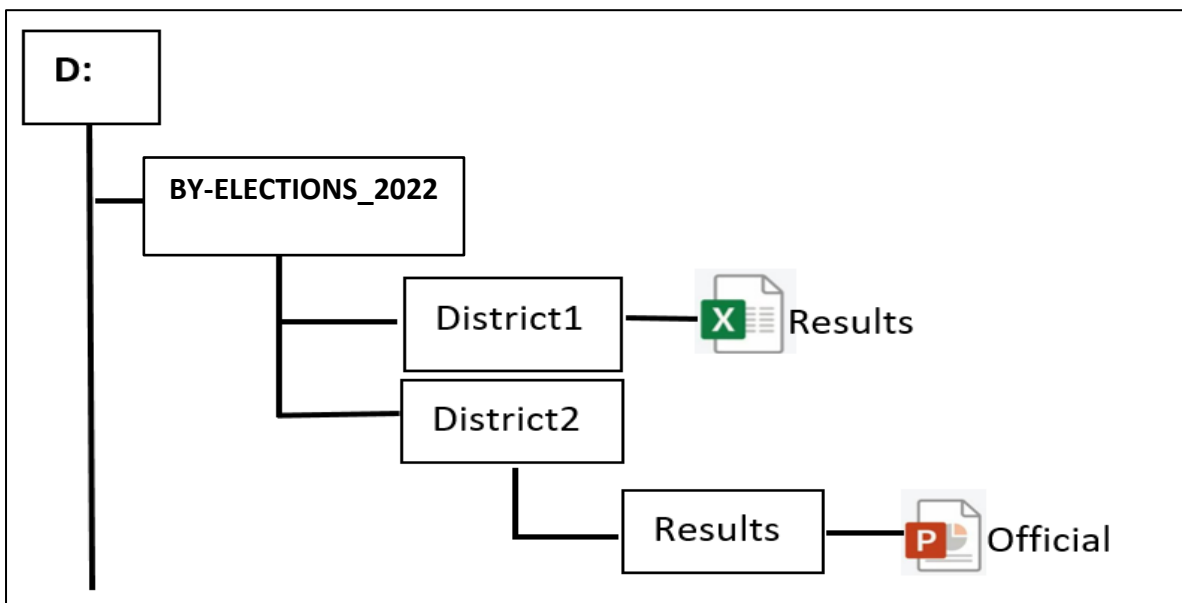


Figure 3

13. Write the file extensions for the following files.

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

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

SL 2

14. Explain the importance of labelled directories in your computer as shown in Figure 3 (page 6).

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SL 3

15. Answer the following Questions using the Hierarchy in Figure 3.

(i) What is the root directory?

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(ii) How many main directories/directory in the hierarchy?

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(iii) If the directory Results is Move to BY-ELECTIONS\_2022, write the new **file pathway** for Official.

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(iv) After moving Results directory to its new location, how many subdirectories are there in the hierarchy?

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SL 4

16. Discuss computer ethical issues, individual privacy and information piracy.

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SL 4





**Figure 4**

17. Explain **THREE** negative impacts of computers on our society as shown in the cartoon photo in Figure 4 above.

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SL 3

For Questions 18 – 26, choose and write the LETTER of the correct answer in the box provided.

18. Which of the following is an example of a word processing program?

- A. MS Excel
- B. MS Access
- C. MS Powerpoint
- D. MS Publisher
- E. MS Word

SL 1

19. What Menu tab allows the user to insert a table in a document?

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

SL 1

20. Which of the following is **NOT** an alignment in MS Word?

- A. Middle Alignment.
- B. Left Alignment.
- C. Centre Alignment.
- D. Justify Alignment.
- E. Right Alignment.

SL 1

21. The three data types in a Spreadsheet are:

- A. Numeric, value, formulae
- B. Value, label, numeric
- C. Label, value, text
- D. Formulae, value, label
- E. Date, text, value

SL 1

Use the following Spreadsheet to answer Questions 22 – 23.

	A	B	C	D	E	F
1						
2		<b>TJ's 7<sup>th</sup> Birthday Invitees</b>				
3						
4			<b>Name</b>	<b>Village</b>	<b>Contact</b>	
5		1	Sula Junie	Siusega	7785604	
6		2	Toetu Sa'	Vaitele Uta	7795421	
7		3	Mose Jur	Lotopa	7592481	
8		4	Ana Mala	Vaivase Uta	220345	

Figure 5

22. What is the cell reference for the heading **TJ's 7<sup>th</sup> Birthday Invitees** in the table above as cells B2: E2 are merged?

- A. B3
- B. C3
- C. C2
- D. B2
- E. E2

SL 1

23. To completely view full names of invitees in cells C5:C8, what formatting tool can be used to do this?

- A. Save
- B. Wrap Text
- C. Bold
- D. Format Painter
- E. Borders

SL 1

24. Which of the following is **NOT** an object in a database?

- A. Form
- B. Report
- C. Query
- D. Tablet
- E. Table

SL 1

25. To edit a Form, switch form View to:

- A. Print preview.
- B. Datasheet View.
- C. Formula View.
- D. Design View.
- E. None of the above.

SL 1

26. Applying Descending order to data in a database, sort data from:

- A. A – Z
- B. M – Z
- C. Lowest to Highest
- D. Easiest to Hardest
- E. Z – A

SL 1

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

Use the following Figure 5 to answer Questions 27 – 28.

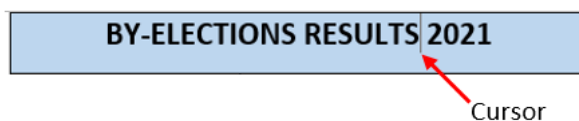
BY-ELECTIONS RESULTS 2021	
CANDIDATES	UNOFFICIAL VOTE COUNT
Hon. Siaki	453
Hon. Simi	441

Figure 6

27. Fill in the table requirements below that originally created Figure 6 above.

SL 2

28. If the cursor is positioned between the words **RESULTS** and **2021** as shown.



What would be the **table heading** if you (i) Press the Delete key 4 times AND (ii) Press the Backspace key 7 times.

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

SL 2

29. Explain the purpose of each Formatting tools in MS Word.

(i) Decrease Indent

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(ii) Paragraph Border

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SL 3

(iii) Bullet points

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30. Explain the difference between Save, Save As and Backup file.

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SL 3

31. Complete these basic steps of instantly printing a document without prior printing settings.

STEP 1: Select File Menu

STEP 2: \_\_\_\_\_

STEP 3: \_\_\_\_\_

SL 2

Use the following document to answer Question 32.

## Deer Sir,

It was the best of times, it was the worst of times, it was the age of wisdom, it was the age of foolishness, it was the epoch of belief, it was the epoch of incredulity, it was the season of Light, it was the season of Darkness, it was the spring of hope, it was the winter of despair, we had everything before us, we had nothing before us, we were all going to direct to Heaven, we were all going direct the other way — in short, the period was so far like the present period, that some of its noisiest authorities insisted on its being received, for good or for evil, in the superlative degree of comparison only. - A Tail of Two Cities (Charles Dickens)

32. Discuss **WYSIWYG** and Grammar Error word processing principles with reference to the passage provided above.

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SL 4

33. MS Excel is one example of a Spreadsheet program. Select **TWO** other spreadsheet programs you know from the list below.

*LibreOffice Cal, Google docs, Lotus123, Canva, dBase, GoogleSheets*

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SL 2

Use the Spreadsheet below to answer Questions 34 – 36.

	A	B	C	D	E	F	G	
1		<b>MID TERM RESULTS 2021</b>						
2								
3		<b>NAMES</b>	<b>COURSEWORK (40 marks)</b>	<b>EXAM (80 marks)</b>	<b>TOTAL (120 marks)</b>	<b>Grade (100%)</b>		
4		Toetu Sa'u	35	78	113	94		
5		Peni Malaga	39	79	118	98		
6		Lilo Salale	25	24	49	41		
7		Elizabeth Taeao	15	39	54	45		
8		Johnny Lee	36	23	59	49		
9								
10			<b>Top Student</b>					
11			<b>Lowest Grade</b>					
12			<b>Number of Students who sat the Exam</b>					
13								

34. Write the formula to calculate the following using mathematical operators.

(i) TOTAL for **Peni Malaga**

\_\_\_\_\_

SL 2

(ii) **Elizabeth Taeao's** Grade

\_\_\_\_\_

35 Write the FUNCTION to calculate each of the following.

(i) Top student

\_\_\_\_\_

(ii) Lowest Grades

\_\_\_\_\_

(iii) Number of students who sat the Exam

\_\_\_\_\_

(iv) Total Mark for Toetu Sa'u

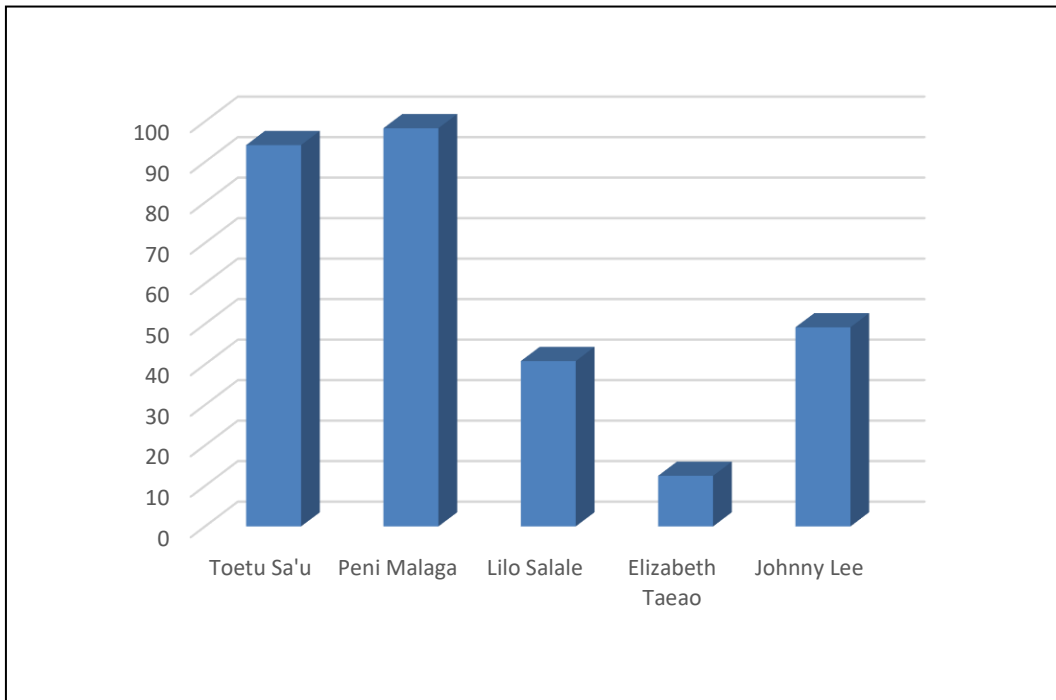
\_\_\_\_\_

SL 4



36. The graph below show data from cell range F4:F8. Complete the following graph by adding the required elements in the chart.

- (i) Add an appropriate chart title
- (ii) Add an appropriate names for X-Axis and Y-Axis



SL 3

37. Referring to the Spreadsheet given (page 16) and the manipulation of data in Questions 35 and 36, explain the advantages of a spreadsheet.

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SL 3

38. State **TWO** advantages of using a database.

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SL 2

39. Describe the importance of a primary key.

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SL 2

40. Explain the difference between Table and form and how it input records into a database.

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SL 3

Use the Reservation table below to answer Questions 41 – 43.

Room#	Title	Lastname	CheckIn	Foreigner	Bill
R1009	Ms	Opeloge	26-Oct-21	Yes	\$250.00
R1023	Mr	Stowers	12-May-21	Yes	\$450.00
R1101	Mr	Jowey	26-Apr-22	Yes	\$650.00
S1101	Ms	Brandon	13-Feb-22	No	\$1500.00
S1104	Ms	Reeves	12-May-21	No	\$2500.00
S1109	Ms	Mathews	13-Mar-22	Yes	\$3250.00

41. Assign appropriate data types for the following fields.

Lastname	
CheckIn	
Foreigner	
Bill	

SL 4

42. Assign appropriate field properties for the following fields.

(i) **Title:** Set appropriate Validation Rule and Validation Text

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

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

(ii) **CheckIn:** Set corresponding Date Format

Format \_\_\_\_\_

(iii) **Bill:** Set Decimal Places

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

SL 4

43. Complete the following Query Design to retrieve information of Bill more than \$1000 and sort query by the Lastname in Descending order.

Field:	Room#	Title	Lastname	CheckIn	Bill
Table:	Reservation	Reservation	Reservation	Reservation	Reservation
Sort:					
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:					
or:					

SL 2

44. With reference to the Query in Question 43, explain the purpose of a Query.

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SL 3

Visitor Bill Report					
CheckIn by Month	Room#	Title	Lastname	CheckIn	Bill
May 2021					
	S1104	Ms	Reeves	12-May-21	WS\$2,500.00
February 2022					
	S1101	Mrs	Brandon	13-Feb-22	WS\$1,500.00
March 2022					
	S1109	Mrs	Mathews	13-Mar-22	WS\$3,250.00
Thursday, 9 June 2022					Page 1 of 1

45. Use the Report above to answer the following.

(i) How many pages of this Report?

\_\_\_\_\_

(ii) How many fields in this report?

\_\_\_\_\_

(iii) State ONE purpose of a Report.

\_\_\_\_\_

\_\_\_\_\_

<b>SL 3</b>

STUDENT EDUCATION NUMBER									

## COMPUTER STUDIES

2022

*(For Scorers only)*

STRANDS		Weighting	Scores	Check Scorer	AED Check
<b>STRAND 1</b>	PERSONAL COMPUTER SYSTEMS AND MANAGEMENT	38			
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<b>TOTAL</b>		<b>100</b>			