STUDENT EDUCATION NUMBER								

Samoa Secondary Leaving Certificate

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 - 7	60	30
STRAND 2	FUNDAMENTALS OF COMPUTER PROGRAMMING	8 - 9	40	10
STRAND 3	USING PERSONAL COMPUTER APPLICATIONS	10 - 21	80	60
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.

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

1.   Name the component inside the desktop computer box which is used for permanent storage of data **inside** the computer.

    A.   Flash drive.

    B.   Motherboard.

    C.   Hard disk drive.

    D.   Power Supply.

    E.   Video Card.

SL 1

Figure 1

2.   The operating system which can operate on the computer in Figure 1 is:

    A.   Windows

    B.   RAM

    C.   Unix
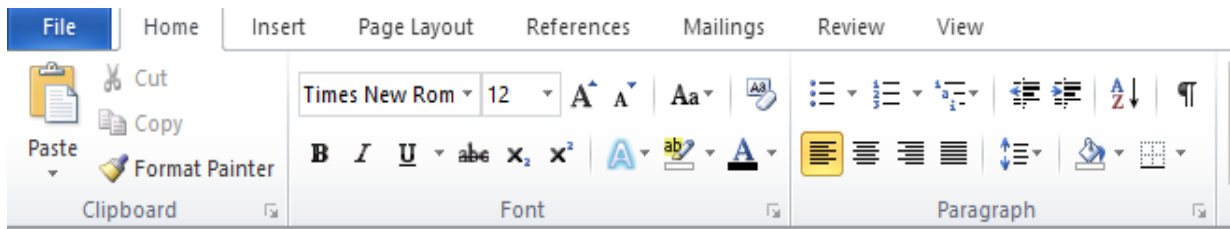
    D.   Intel

    E.   Monitor

SL 1

3.   Nani saved her file under the name **Aniani.doc**. Name the program with which Nani's file can be opened with.

    A.   MS Document.

    B.   MS Word.

    C.   Powerpoint.

    D.   Spreadsheet.

    E.   MS Access.

SL 1

Figure 2

Refer to Figure 2 to fill in the space in the following statement.

4.   In Figure 2, **Format Painter** is one of the toolbars in the _____ task pane in the **Home** menu bar.

A.   Page Layout

B.   Times New Roman

C.   Paste

D.   Clipboard

E.   Styles

SL 1

Figure 3

5.   What type of storage media device is in Figure 3?

A.   San Disk.

B.   Flash Drive.

C.   Hard Disk Drive.

D.   External Drive.

E.   Optical Drive.

SL 1

Use Figure 4 to answer Question 6.

<u>Figure 4</u>

6.   Describe the role of the computer component in Figure 4.

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_____ | SL 2 |

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7.   Computer memory is used to store data in the computer. Describe the purpose of
        RAM memory in the processing of information in the computer.

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_____ | SL 2 |

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8.   How do the elements of Graphical User Interface (GUI) make programs easier to
        understand and easier to use (user friendly) as compared to the earlier versions of
        Operating Systems?

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_____ | SL 3 |

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9.   List the advantages of grouping files into folders.

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SL 3

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10. Why is it necessary to install an antivirus program in a computer? Explain.

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SL 4

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11. Describe how to handle storage media appropriately to protect them from damage.

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SL 2

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12. Explain the changing nature of education due to the availability of video calls on mobile phone devices or video conferencing like Moodle or ZOOM.

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SL 3

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13. Discuss equity issues relating to computer use with reference to the topics of gender, disability and culture.

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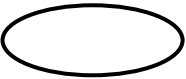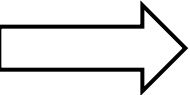
SL 4

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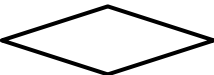

14.   What are some examples of electronic equipment that run on a chip-based operating system (O/S)?

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SL 2

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For Question 15, choose and write the LETTER of the correct answer in the box provided.

15.   Identify from the following shapes the symbol to indicate decision making in a logical flowchart.

A.

B.

C.

D.

E.

	SL 1

16.   List any two (2) features of good computer programs.

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SL 2

17. Tasha wanted to draw a flowchart to show the steps of a computer program to calculate the product of any two numbers. Fill in the following flowchart with the correct tasks in each shape to achieve the purpose of Tasha's program.

18. Write a suitable algorithm to produce the required solution to Tasha's problem in Question 17.

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For Questions 19 – 32, choose and write the LETTER of the correct answer in the box provided.

19.   **WYSIWYG** is a concept of word processing which stands for:

    A.   **W**hen **Y**ou **S**ign **I**n **W**ay **Y**ou **G**o.

    B.   **W**hat **Y**ou **S**ave **I**s **W**hat **Y**ou **G**raph.

    C.   **W**hat **Y**ou **S**ee **I**s **W**hat **Y**ou **G**enerate.

    D.   **W**hat **Y**ou **S**ee **I**s **W**hat **Y**ou **G**et.

    E.   **W**hen **Y**ou **S**witch **I**s **W**hen **Y**ou **G**row.

	SL 1

20.   Select from the following. Which is **NOT** one of the font styles?

    A.   Italic

    B.   Bold Italic

    C.   Underline

    D.   Regular

    E.   Borders

	SL 1

Figure 5
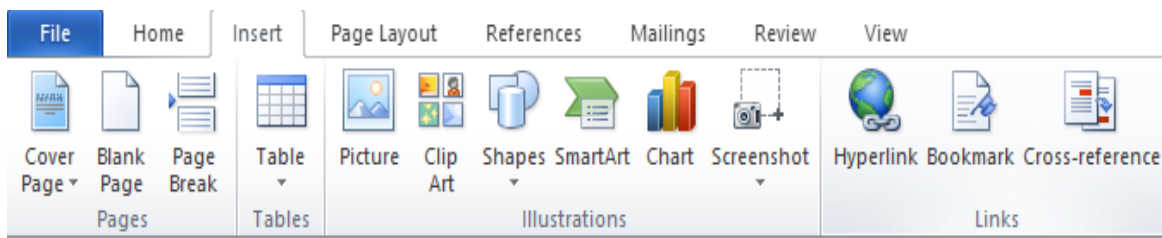
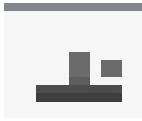

21.   From Figure 5, Cinta wants to insert a new page in her document. Which command button will do this purpose?

    A.   Page Break

    B.   Cover Page

    C.   Table

    D.   Blank Page

    E.   Page Layout

	SL 1

Figure 6

22.   Name the bullet setting alignment in Figure 6.

        A.   Right

        B.   Left

        C.   Justified

        D.   Decimal

        E.   Centre
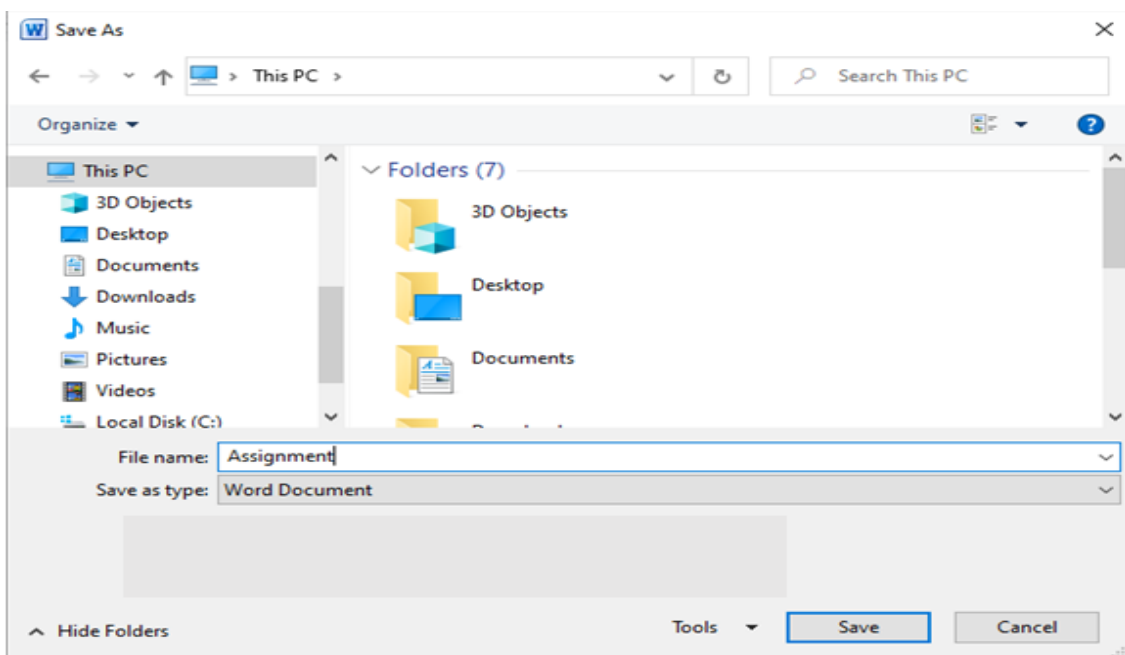

23.   What are the two types of **page orientation** you can apply when printing documents on the computer?

        A.   Copy and Paste

        B.   Landscape and Portrait

        C.   Bold and Italic

        D.   Find and Select
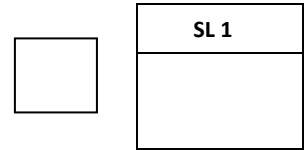
        E.   Left and Right alignment

Figure 7

24. If Leslie pressed the Save button as shown in Figure 7 (page 11), which folder will the file Assignment be **saved** in?

A. This PC.

B. Documents.

C. Folders.

D. Desktop.

E. Local disk (C).

	SL 1

25. What is ONE type of cell which can be used to create a spreadsheet in MS Excel?

A. Absolute reference.

B. Formula.

C. Active cell.

D. Cellular.

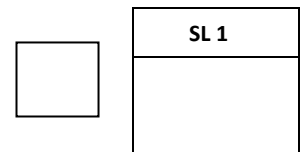E. Auto fill.

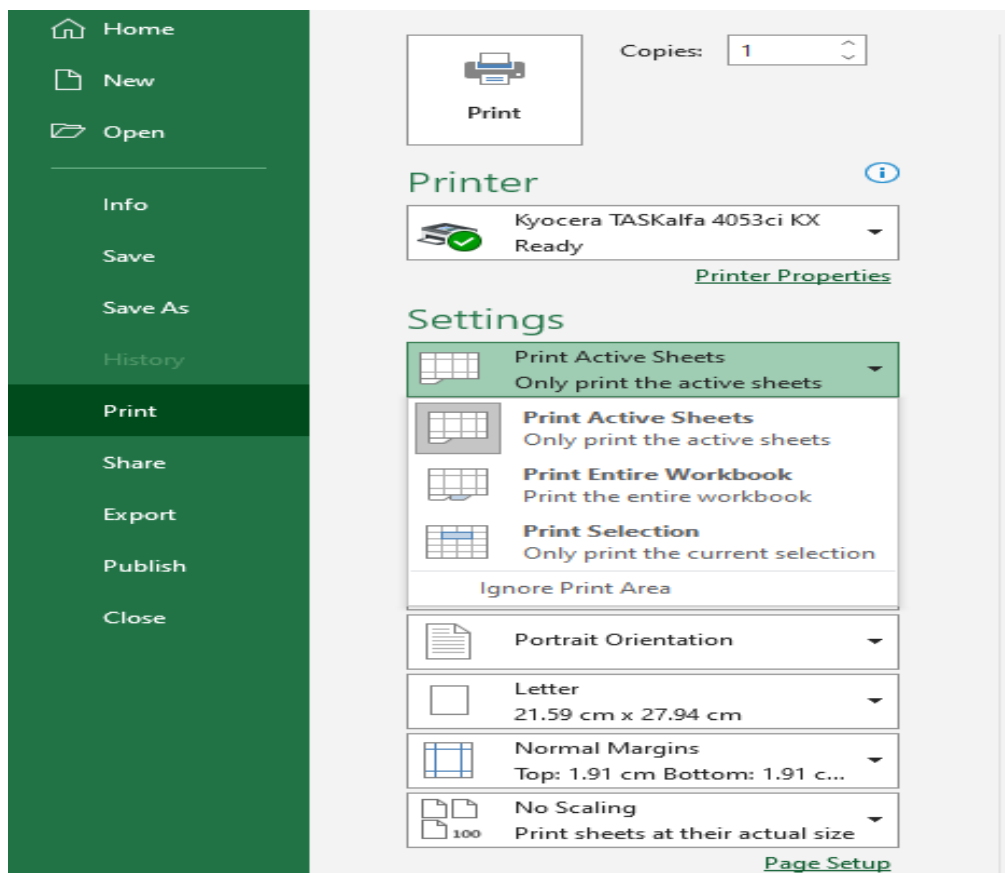|	SL 1

Figure 8

26. Which of the printer settings in Figure 8 (page 12) will print only a range or selection of cells in a spreadsheet?

   A.   Print Active Sheet.

   B.   Print Selection.

   C.   Print Entire Workbook.

   D.   Fit All Columns on One Page.

   E.   Printer Properties.

   SL 1

27. The two types of sorting orders normally used to organize data in a spreadsheet are:

   A.   A and Z.

   B.   Up and down.

   C.   Right and left.

   D.   Min and Max.

   E.   Ascending and descending.

   SL 1

Figure 9

	A	B
1	Name	Contribution
2	Hesed	$23.00
3	Ane	$25.00
4	Nani	$30.00
5	Red	$15.00
6	Chuck	$18.00
7	Eoin	$32.00
8	TOTAL	

28. What will be the correct formula to calculate the total contributions in Figure 9?

   A.   = B2 + B3 + B4 + B5 + B6 + B7

   B.   = SUM(B2,B7)

   C.   = SUM(B2:B7)

   D.   A and B are correct.

   E.   A and C are correct.

   SL 1

29. Sara wanted to create a database field called 'Gender' to store the values of *'Female'* or *'Male'*. What will be an appropriate **field size** for this field?

A. 4

B. 7

C. 1

D. 2

E. 5

30. In a database table, the rows are known as _____ and columns are _____.

A. tables and forms

B. records and fields

C. horizontal and vertical

D. queries and reports

E. numbers and texts

31. Which of the following is a database file?

A. Exam.access

B. Exam.dbms

C. Exam.mdb

D. Exam.dbs

E. Exam.dbf

32. The result of a query is displayed in a table called the _____.

A. Criteria

B. Dynaset

C. Datatype

D. Display

E. Primary key

33.   List any TWO principles of word processing.

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_____ | SL 2 |

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34.   Consider the following two sentences:

Sentence1. My neighbors always play nice music.

Sentence2. June is going to|soccer.

Rewrite these TWO sentences if the word *'play'* from **Sentence1** is **copied and pasted** to **Sentence2** at the place of the cursor,

Sentence1.

_____ | SL 2 |

Sentence2.

_____

_____

35.   Discuss the following statement:

'People in the workplace are often empowered by word processing skills'. How?

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_____ | SL 4 |

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36.   Name the THREE types of tab settings in the list below.

Name	Program	Fee Paid/Not paid
Amourlani	Fitness	Paid
Sosefina	Baking	Not Paid
Jeremy	Sailing	Not Paid
John	Engineering	Paid

_____

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_____

SL 3

37.   Match the function name on the left to its correct application on the right by drawing an arrow from the function to its application.

SL 3

Function	Application
SUM	Returns the largest value in a set of values.
IF	Checks whether a condition is met and returns a value if true or a value if false.
MAX	Adds all the numbers in a range of cells.

38.   List any TWO of the cell types in an Excel spreadsheet.

1.   _____

2.   _____

SL 2

39. Using Figure 10, list the functions in the formulas that calculate the values in the following cells:

Figure 10

	A	B	C	D
1	Unit	Qty	Price per Unit	Sales
2	Laptops	10	30	300
3	Tablets	11	25	275
4	Iphones	15	40	600
5			TOTAL Sales	1175
6			MAXIMUM Sales	600

1. D5 _____

SL 2

2. D6 _____

Use Figure 11 to answer Question 40.

Figure 11

|	A	B	C	D	E	F	G	H
30								
31				Year 13 Manono Canteen Fundraising				
32					Quantity	Selling Cost	Quantity Sold	Income Earned
33				Cupcakes	100	$ 2.00	100	$ 200.00
34				Meat Pies	50	$ 5.00	30	$ 150.00
35				Hot Dogs	60	$ 3.00	40	$ 120.00
36				Tuna Sandwiches	50	$ 2.00	50	$ 100.00
37				Egg Sandwiches	50	$ 3.00	35	$ 105.00
38				TOTAL				
39								

40. List the result of the first row if the spreadsheet is sorted to display the items starting from the lowest *'Quantity Sold'*.

Year 13 Manono Canteen Fundraising				
	Quantity	Selling Cost	Quantity Sold	Income Earned

SL 3

Use Figure 12 to answer Question 41.

<u>Figure 12</u>
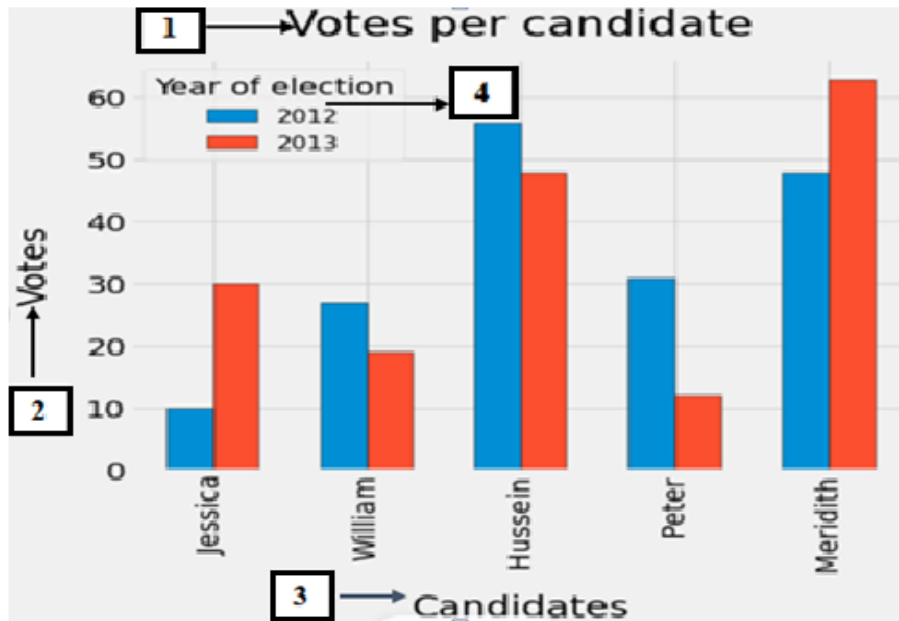
41.   Fill in the appropriate labels from Figure 12.

1.   _____

2.   _____

3.   _____
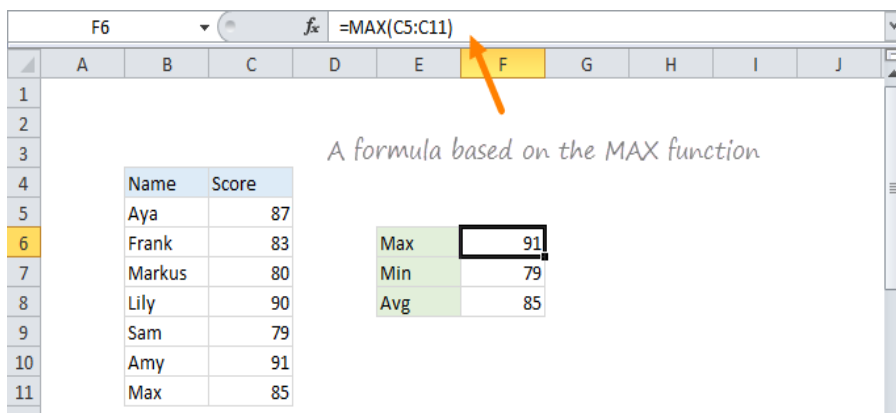
4.   _____

SL 4

42.   When someone acquires spreadsheet skills it can be an advantage. Discuss.

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SL 4

Use Figure 13 to answer Question 43.

Figure 13

A formula based on the MAX function

43. The formula bar displays the formula based on the **MAX** function which is **=MAX(C5:C11)** and the result is displayed in cell **F6**. Explain what the computer does when carrying out this function in a formula.
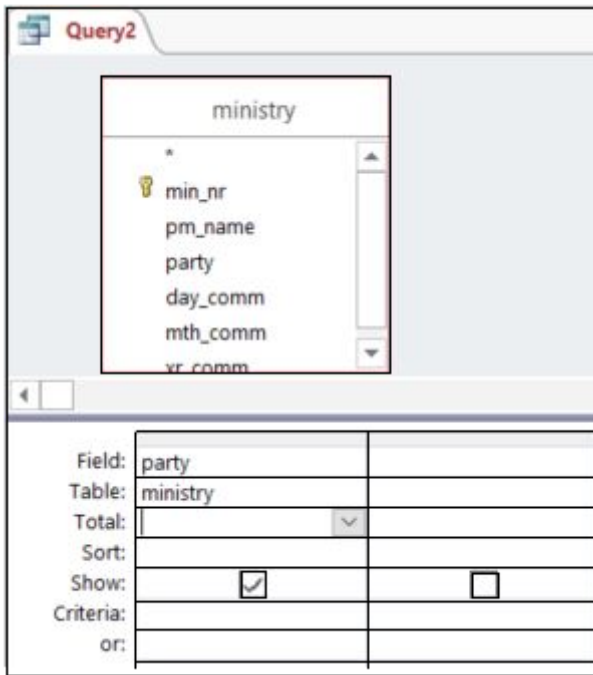
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SL 3

44. Explain the advantages of using a database.

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SL 3

Use Figure 14 to answer Question 45.

45. John wanted to create a query using Query Design (Figure 14) to display the **total count** of the field **'party'** from the **'ministry'** table. Fill in the correct option in the list with the correct function to achieve John's query.

Figure 14

	SL 3

Use Figure 15 to answer Questions 46 – 48.

Figure 15 : Table – Customers

46. Complete the following table to show the appropriate descriptions of the fields listed from Figure 15 (page 20). The first row is already filled in.

Fieldname	Description
Name	This field will store the name of the account owner.
Account	
Price	

SL 2

47. Assign the appropriate data types of the following fields from Figure 15 (page 20) listed in the table below.

Fieldname	Data Type
ID	
Cancellation	

SL 2

48. Write an SQL query to display **ALL** Names with **'Gold'** accounts sorted by **ASCENDING** order of **names**.

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SL 4

STUDENT EDUCATION NUMBER

COMPUTER STUDIES

2022

(For Scorers only)

STRANDS		Weighting	Scores	Check Scorer	AED Check
STRAND 1	Personal Computer Systems And Management	30			
STRAND 2	Fundamentals Of Computer Programming	10			
STRAND 3	Using Personal Computer Applications	60			
TOTAL		100			