



GOVERNMENT OF SAMOA

STUDENT EDUCATION NUMBER									

Samoa School Certificate

COMPUTER STUDIES

2023

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 to the appropriate places in this booklet.

STRANDS		Pages	Time (min)	Weighting
STRAND 1	PERSONAL COMPUTER SYSTEMS AND MANAGEMENT	2 – 7	70	38
STRAND 2	USING PERSONAL COMPUTER APPLICATIONS	8 – 17	110	62
	TOTAL		180	100

Check that this booklet contains pages 2-18 in the correct order and that none of these pages are blank.

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

Use Figure 1, to answer Questions 1 to 4.

Personal Computer Specifications	
Processor	11th Gen Intel(R) Core(TM) i7-1165G7 @ 2.80GHz 1.69 GHz
Installed RAM	8.00 GB (7.74 GB usable)
Edition	Windows 10 Pro
Version	21H2
Installed on	02/05/2022
OS build	19044.2604




Figure 1

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

- 1. Name the Operating System of the Computer in Figure 1 and provide another example of an operating system you have learned.

SL 2

- 2. Describe the function of the RAM in the personal computer.

SL 1

3. Kairos could not get a response from his computer monitor as shown in Figure 1. What hardware fault could be the cause of the problem?

SL 1

4. Explain the required environmental conditions for Kairos to manage his new personal computer.

SL 3

5. Select **TWO** examples of spreadsheets from the list given below.

Open Office Calc, Google Docs, Google Sheets, PowerPoint, Lotus123, Excel

SL 2

Use the Keyboard in Figure 2 to answer Questions 6 to 9.

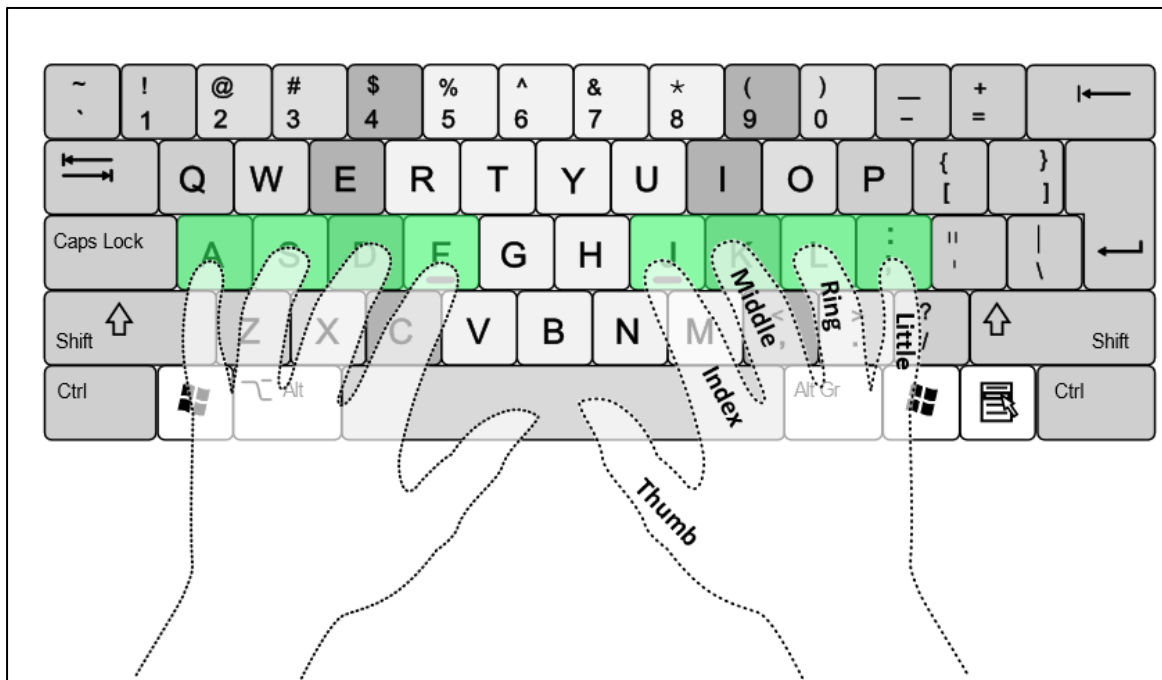


Figure 2

6. Explain the interaction between the Keyboard component, System Unit, and the Monitor.

SL 3

7. State how to correctly finger the **comma (,)** symbol on the keyboard.

SL 1

12. Explain the simple functions of an Operating System.

SL 3

13. Create a Hierarchy for the following file pathway.

Filepath W:\Year_2023\Computer\Results.xlsx

SL 4

14. Give **TWO** advantages of grouping files into directories.

(i)

SL 2

(ii)

15. An antivirus will protect Ana's files. Explain procedures to protect her files and computer from viruses.

SL 3

16. Define Information Piracy.

SL 1

17. Discuss **TWO** negative impacts of computers on Samoan Society and provide examples to support your answer.

SL 4

For Questions 18 to 21, choose and write the LETTER of the correct answer in the box provided.

18. MS Word is an example of a _____ program.

- A. Network
- B. Compiler
- C. Word Processing
- D. Spreadsheet

SL 1

19. Which of the following tools move the cursor or insertion point further from the left margin?

- A. Cut
- B. Paste
- C. Increase indent
- D. Decrease indent

SL 1

20. To change font styles in MS Word, use the _____ Menu or tab.

- A. Draw
- B. File
- C. Home
- D. Quick Access Tool bar

SL 1

21. How many alignments available in MS Word to format your text.

- A. 1
- B. 2
- C. 3
- D. 4

SL 1

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

22. Discuss Thesaurus and Word wrap tools and their importance to the user.

SL 4

23. Write the names of each tab under the column Name in Table 1 below.



Tabs	Name
	
	

Table 1

SL 2

24. Clearly state **THREE** reasons why it is crucial to regularly save your file.

SL 3

25. Describe the functions of the following MS Word formatting tools.

(i) Select

(ii) Cut

SL 2

26. Explain **THREE** different ways to save your MS Word Files.

SL 3

Use the Spreadsheet in Figure 3 below to answer Questions 27 to 30.

CHRISTMAS APPLIANCES SALES						
YEAR	STOVE	REFRIGERATOR	BLENDER	TOTAL		
2019	23	15	50	88		
2020	40	33	78	151		
2021	25	20	90	135		
2022	50	55	75	180		

Figure 3

27. Write a formula to calculate the Total Sales for the Year 2022.

SL 2

28. What data type of data in Cell E7?

SL 1

29. Name the Active Cell in the Spreadsheet.

SL 1

30. Write the **FUNCTIONS** to find each of the following.

(i) Finding the 'Highest Sales of Blenders'.

(ii) Finding the 'Lowest Sales of Stoves'.

SL 4

(iii) Finding the 'average of Total Sales'.

(iv) Finding the 'Total Sales for the Year 2020'.

Use the chart in Figure 4 to answer Question 31.

[Note: The chart given below shows trend of data in Figure 3]

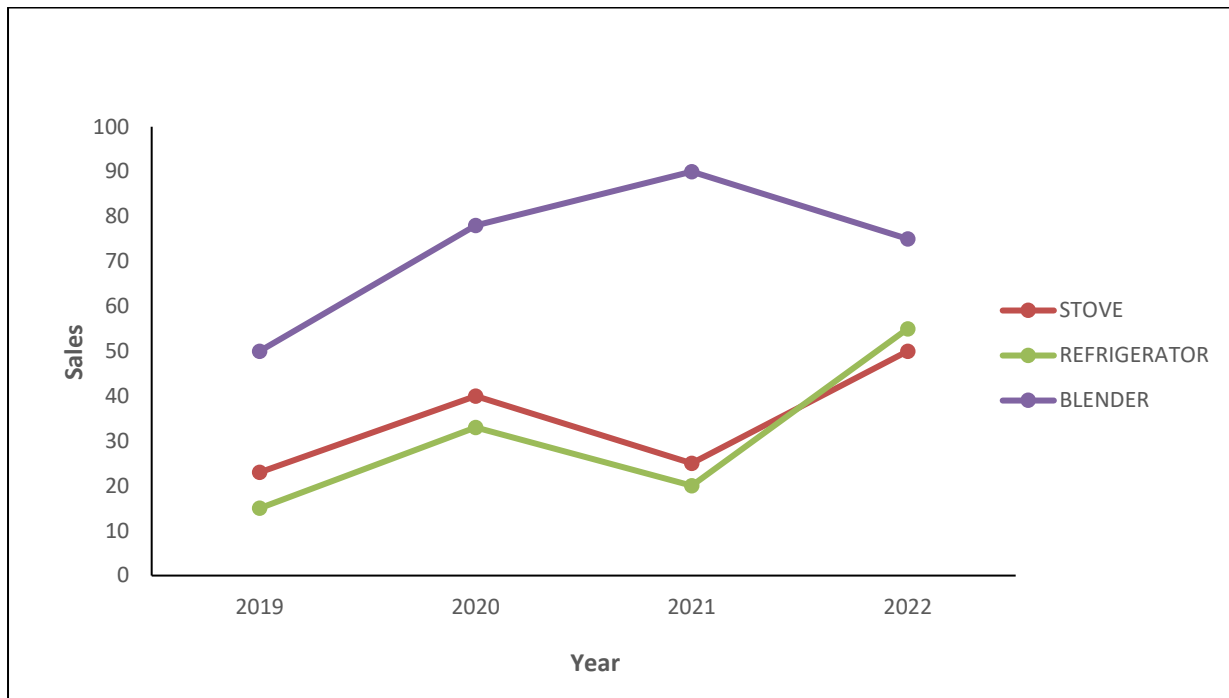


Figure 4

31. Answer the following Questions with reference to the chart in Figure 4.

(i) Write an appropriate title for the chart.

(ii) What is the chart type given in Figure 4?

(iii) Briefly describe the data displayed by the chart.

SL 3

32. If the cursor is at cell **N10** in your Spreadsheet, what happens when you press the Home key on the keyboard?

SL 1

33. Explain the advantages of a Spreadsheet.

SL 3

34. When you see this ##### in your spreadsheet. Describe its cause and the solution to it.

SL 2

35. Describe the function of Ctrl + Home when navigating on your spreadsheet.

SL 2

36. What is a Database Management System? Provide an example to support your answer.

SL 2

37. Describe **ONE** way to delete and edit a record in a table.

SL 2

Use Figure 5 to answer Questions 38 to 40.

Figure 5

StudentId	CourseCode	EnrolmentDate	Cost
201022	Comp001	10/02/2023	WS\$250.00
201245	Sam002	09/02/2023	WS\$160.00
214586	Tech001	03/02/2023	WS\$190.00
215483	Tech002	09/02/2023	WS\$150.00
220315	Eng004	08/02/2023	WS\$200.00
247586	Sam002	03/02/2023	WS\$160.00
*	0		WS\$0.00

38. Fill in the correct datatypes in the Table Design below according to the Database records in Figure 5.

Table 2

Field Name	Data Type

SL 4

39. Discuss the purpose of each Field Property listed below of a field in a table.

(i) Decimal

(ii) Field Size

(iii) Validation Rule

(iv) Validation Text

SL 4

40. State the object view shown in Figure 5.

SL 1

41. The Table in Figure 5 is an example of a Flat File Database. Explain the differences between the Flat File Database and a Relational Database.

SL 3

42. Select **TWO** examples of database programs from the list.

MySQL, Adobe, dBase, Notepad++, Oracle RDBMS, FileManagement, MongoDB

SL 2

43. Fill in the Query Design below, to show all information of students enrolled in Sam002 according to the database in Figure 5. Sort Data in Ascending using the StudentID.

Field:	StudentId	CourseCode	EnrolmentDate	Cost
Table:	Enrolment	Enrolment	Enrolment	Enrolment
Sort:				
Show:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:				
or:				

SL 3

44. Explain the purpose of a query with or without a criteria. Use the query you have just created in Question 43 to support your answer.

SL 3

45. State an advantage of using a Report.

SL 1

STUDENT EDUCATION NUMBER									

SSC COMPUTER STUDIES

2023

(For Scorers only)

STRANDS		Weighting	Scores	Check Scorer	AED Check
STRAND 1	PERSONAL COMPUTER SYSTEMS AND MANAGEMENT	38			
STRAND 2	USING PERSONAL COMPUTER APPLICATIONS	62			
TOTAL		100			