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Student Personal Identification					

Solomon Islands National Form Six Certificate 2018

COMPUTER STUDIES QUESTIONS and ANSWER BOOKLET

MONDAY 12TH NOVEMBER 9.00 AM

**TIME: 2 Hours Plus 10 Minutes
Reading Time.**

INSTRUCTIONS AND INFORMATION

1. Answer **ALL** Questions

2. There are **THREE** (3) Sections in this Paper:

Section A: Multiple Choices (20 Marks)

Section B: Short Answer Questions (40 Marks)

Section C: Long Answer Questions (40 Marks)

TOTAL 100 Marks

3. The **Answer Sheet** for Section A is on the fold out back flap on page 20. This is on the last page of this booklet. Write the answers for Section B and Section C in the spaces provided in this booklet.
4. Write your **Student Personal Identification Number** (SPIN) on this page and on the fold out back flap.
5. Do NOT use correction fluid.
6. Mobile phones are NOT allowed in the examination room.
7. Check that this booklet contains pages 2-20 in the correct order. Pages 18 and 19 have been left blank deliberately.

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

WRITE THE LETTER (A, B, C OR D) OF THE BEST ANSWER FOR EACH QUESTION IN THE CORRECT BOX ON THE BACK FLAP. IF YOU CHANGE YOUR MIND, PUT A LINE THROUGH THE FIRST ANSWER AND WRITE THE LETTER OF YOUR NEW CHOICE.

1. You are working on your desktop computer and unexpectedly the Solomon Power electricity goes off without notice. Which of the following devices will you use to avoid power loss on your computer?
 - A. RAM.
 - B. Battery.
 - C. Power Supply.
 - D. Uninterruptible Power Supply.

2. What is a chip-based operating system?
 - A. Desktop Computer.
 - B. An embedded system that uses more power and small in size.
 - C. A system on a chip that integrates all components of a computer.
 - D. A system that controls all the operations of a device such as desktop.

3. The PC keyboard key that can be pressed to capture the windows screen is;
 - A. Ctrl+C
 - B. PrtScn
 - C. Ctrl+V
 - D. Enter

4. A printer is a device that prints text or illustration on paper. In terms of **quality** of output, which printer technology is the best?
 - A. Laser.
 - B. Inkjet.
 - C. Dot-matrix.
 - D. Daisy-wheel.

5. Which of the following is/are an example(s) of **non-volatile memory**?
- A. B and C.
 - B. Hard disk.
 - C. Flash Memory.
 - D. Random Access Memory.
6. Which of the following programs is NOT a Programming Language?
- A. C
 - B. C++
 - C. BASIC
 - D. MS Word
7. The graphical control element or small window that communicates information to the user and prompts them for a response is called;
- A. List box.
 - B. Dialog box.
 - C. Check box.
 - D. Command button.
8. To view the content of any document in MS Word, do one of the following:
- A. Click **File** menu, **Open**, locate the file and click **Open** command.
 - B. Click **View** menu, **Open**, locate the file and click **Open** command.
 - C. Click **Home** menu, **Open**, locate the file and click **Open** command.
 - D. Click **Review** menu, **Open**, locate the file and click **Open** command.
9. The legal issue related to accessing data held in computer system that refers to creation of human mind for which data is owned or produced by designated person or company by law is called;
- A. Privacy.
 - B. Copyright.
 - C. Individual privacy.
 - D. Intellectual property.

10. Who is the key person who uses analysis and design techniques to solve business problems using information technology?
- A. Programmer.
 - B. System Analyst.
 - C. Project manager.
 - D. Data entry operator.
11. In a Word document, what is the feature that breaks line between long words and move to the next line when possible?
- A. Wysiwyg.
 - B. Thesaurus.
 - C. Mail Merge.
 - D. Word wrapping.
12. A Word file is currently open. How would you close the Word application?
- A. Both B and D.
 - B. Click **File, Close**.
 - C. Click **File, Export**.
 - D. Click on the **Close** button at the top right corner of title bar.
13. In MS Excel, a cell address is used in a formula where Column A is relative and Row 2 is absolute reference. What would be the cell reference used?
- A. A2
 - B. \$A2
 - C. \$A\$2
 - D. A\$2
14. An Excel file is currently open. How would you close the Excel file only?
- A. Press Alt + F4.
 - B. Click **File, Exit**.
 - C. Click **File, Close**.
 - D. Click on the upper **Close** button at the top right corner of title bar.

15. To rename a worksheet in MS Excel workbook, what will you do?
- A. Click on the **sheet** tab, type the sheet name.
 - B. Double-click on the sheet tab, type the sheet name and press Esc key.
 - C. Double-click on the **sheet** tab, type the sheet name and press Enter key.
 - D. Right-click on the **sheet** tab, click **Rename**, type the sheet name and press Esc key.
16. What would be the appropriate type of Chart in Excel to display the contribution of each value to a total?
- A. Pie Chart.
 - B. Bar Chart.
 - C. Line Chart.
 - D. Column Chart.
17. In a database table, a field stores data such as S11034301, S11035302, etc. What would be the appropriate data type for the field?
- A. Text.
 - B. Date.
 - C. Memo.
 - D. Number.
18. How would you insert a record in a database table?
- A. Open the table, click **New** record button.
 - B. Double click on the table to open and browse through the records.
 - C. Double click on the table to open, click New, enter data for each of the fields.
 - D. Open the table in Datasheet view, enter data in the Add New Field column of the datasheet.
19. Accuracy and consistency of data stored in a database is really essential in terms of data security. In practice, what practical practice(s) would strengthen the accuracy and consistency of data?
- A. Allow more access to data.
 - B. Update data by different people.
 - C. Make changes to data as much as possible.
 - D. Ensure the data is the same as it was when it was originally recorded.

20. Which of the tools will help facilitate importing the selected table object in a database to a spreadsheet file?



A



B

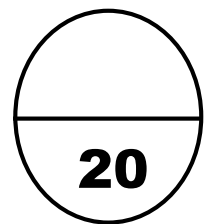


C



D

Total marks for Section A:



SECTION B: **SHORT ANSWER QUESTION**

(40 MARKS)

ALL QUESTIONS ARE COMPULSORY. WRITE THE ANSWERS IN THE SPACES PROVIDED.

Question 1: Computer System (20 marks)

1. Name FIVE (5) components inside the **desktop computer box (system unit)** and state ONE (1) main role. (10 marks)

(i) _____

(ii) _____

(iii) _____

(iv) _____

(v) _____

2. Identify the **expansion cards** that enhance the following PC's capabilities.

- a) A technique for using more than 1MB of the main memory.

_____ (1 mark)

- b) A **device** that modulates outgoing digital signals from a computer or other digital device to analog signals for a conventional copper twisted pair telephone line and demodulates the incoming analog signal and converts it to a digital signal for the digital device.

_____ (1 mark)

- c) A **device** which can be slotted into a computer to allow the use of audio components for multimedia applications.

(1 mark)

- d) A **printed circuit board** that controls the output to a display screen.

(1 mark)

- e) The **electronic circuitry** required to communicate using a wired connection (e.g., Ethernet) or a wireless connection (e.g. WiFi).

(1 mark)

3. **All computers cannot operate without operating system.**

- a) Give an example of a **desktop windows operating system**.

(1 mark)

- b) **Explain the following functions of operating systems.**

- i. Memory management

(2 marks)

- ii. Device management

(2 marks)

Question 2: MS Word**(4 marks)**

1. Name TWO (2) of the **Paragraph formatting** features in a Word document.

(i) _____

(ii) _____

(2 marks).

2. Name the TWO (2) types of page orientation in a Word document.

(i) _____

(ii) _____

(2 marks).

Question 3: SpreadSheet**(8 marks)**

1. List the THREE (3) types of Cell Types in Microsoft Excel sheet.

(i) _____

(ii) _____

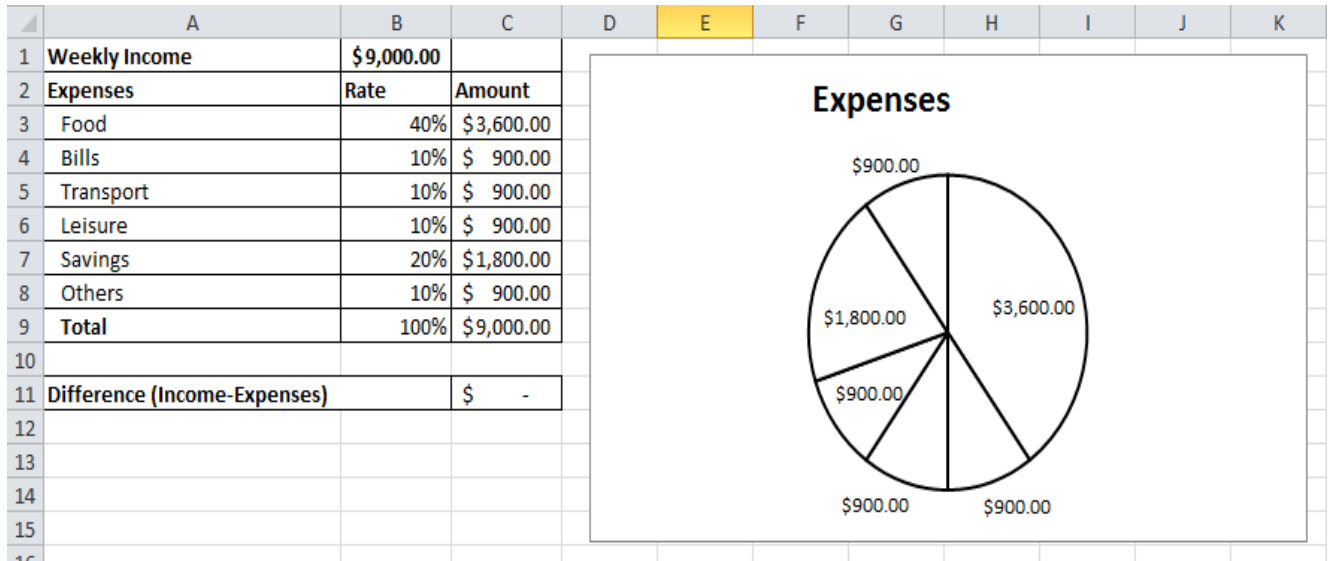
(iii) _____

(3 marks)

2. Explain the difference between the **relative** and **absolute** cell referencing?

(2 marks)

3. Having the worksheet below, answer the questions (a-b).



a) What is the data range that was represented on the chart?

(2 marks)

b) What is the chart type?

(1 mark)

Question 4: Database (8 marks)

Database

(8 marks)

1. Name the database program in MS Office package that you can use to create databases. Give an example of a database in a school environment.

Database Program: _____

(1 mark)

Database example: _____

(1 mark)

2. Explain a database table.

(2 marks)

3. Explain the following ways of generating a query.

(a) Query Design

View: _____

(2 marks)

(b) Query Wizard: _____

(2 marks)

Total marks for Section B:

40

SECTION C: **LONG ANSWER QUESTIONS**

(40 MARKS)

ALL QUESTIONS ARE COMPULSORY. WRITE THE ANSWERS IN THE SPACES PROVIDED.

Question 1: **Computer System**

(19 marks)

1. After completing this subject, you were assumed that you have acquired the basic skills in handling your desktop computer, managing your computer files and protecting your files.

a) Describe the importance of regularly saving and backup of your files.

(2 marks)

- b) Describe ONE (1) way each you can do to protect your files from **physical damage** and against **computer virus**.

(i) Physical damage: _____

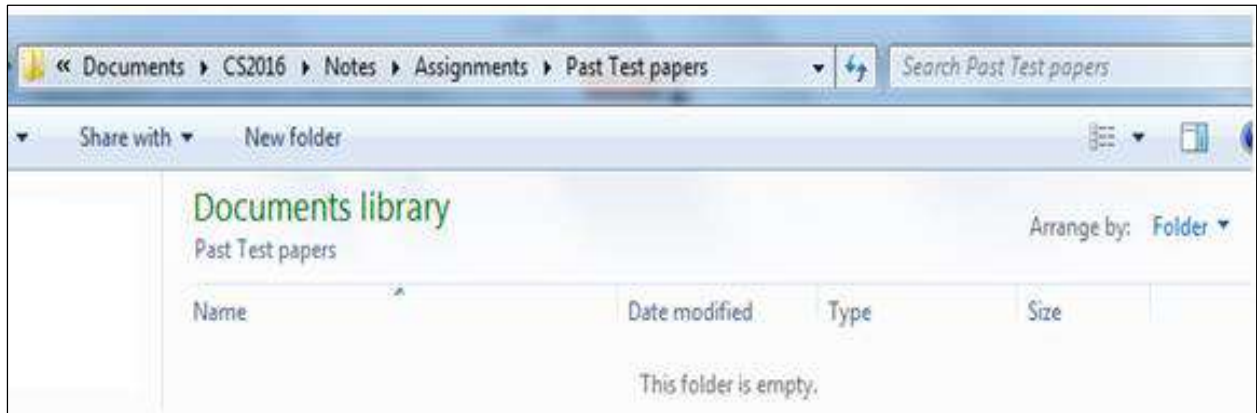
(2 marks)

(ii) Computer virus: _____

(2 marks)

2. Study the folder structure below to answer questions (2a-c).

Folder structure in C: drive shown below, is where folder **Past Test Papers** is currently open.



a) List FOUR (4) steps on how to move files from folder **Assignments** to folder **Past Test Papers**.

- (i) _____
- (ii) _____
- (iii) _____
- (iv) _____

(4 marks)

b) There are many data files stored in folder **Notes** where one of your files to be located was stored. You forgot the file name but you are certain that the file is a spreadsheet file. List FIVE (5) key steps that you can do to locate the file and open it.

- (i) _____
- (ii) _____
- (iii) _____
- (iv) _____
- (v) _____

(5 marks)

3. Due to changing nature of work and enterprises, describe the following **technologies** helpful to access data:

a) Virtual Office

(2 marks)

b) Video Conferencing

(2 marks)

Question 2: MS Word (4 marks)

1. Describe with example the term **text processor**.

(2 marks)

2. Describe the results of editing a block of text with the following **commands**.

a) Cut and Paste

(2 marks)

Question 3: SpreadSheet**(8 marks)**

1. Describe the ONE (1) **advanatge** of using a spreadsheet.

(2 marks)

2. Explain with example the application of “**what-if**” analysis to a spreadsheet.

(2 marks)

3. Study the spreadsheet file below carefully to answer questions (a-b). The spreadsheet file shows a weekly family income and various expense items.

	A	B	C
1	Weekly Income	\$ 9,000.00	
2	Expenses	Rate	Amount
3	Food	40%	\$ 3,600.00
4	Bills	10%	\$ 900.00
5	Transport	10%	\$ 900.00
6	Leisure	10%	\$ 900.00
7	Savings	20%	\$ 1,800.00
8	Others	10%	\$ 900.00
9	Total	100%	\$ 9,000.00
10			
11	Difference (Income-Expenses)		\$ -
12			

- a) Using **relative** or/and **absolute** cell referencing when necessary, write the formula for the food expenses in cell C3.

C3 = _____

(2 marks)

- b) Discuss how you would be able to quickly enter the rest of formulas in cells C4 to C8 by using **autofill** handle while ensuring that all the formulas give the correct results.

(3 marks)

Question 4: Database (8 marks)

1. Describe the following **advantages** of using a database.

- a) Data Redundancy

(2 marks)

- b) Data Integrity

(2 marks)

2. Study the table below to answer question.

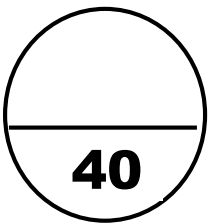
Table Name: Student

StudID	Last Name	First Name	Sex	DOB	Province
1	Asu	Peter	M	20/8/1982	Makira
2	Molu	John	M	20/8/1989	Western
3	Lome	Mary	F	23/7/19852	Malaita
4	Tia	Agnes	F	20/8/1990	Isabel

Write the SQL statement to list all the students' names only (Last Name and First Name)

(4 marks)

Total marks for Section C:



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COMPUTER STUDIES 2018

Student Personal Identification Number

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SECTION A

MULTIPLE CHOICE (20 MARKS)

Write clearly the letter of the correct answer in the box provided. Make sure your answer is put alongside the right question number.

EXAMPLE:

If you consider B is the correct answer, write it like this:

To change your answer from B to C, cross out B and write the new answer by the box, like this:

C

- | | |
|--------------------------|--------------------------|
| 1. <input type="text"/> | 11. <input type="text"/> |
| 2. <input type="text"/> | 12. <input type="text"/> |
| 3. <input type="text"/> | 13. <input type="text"/> |
| 4. <input type="text"/> | 14. <input type="text"/> |
| 5. <input type="text"/> | 15. <input type="text"/> |
| 6. <input type="text"/> | 16. <input type="text"/> |
| 7. <input type="text"/> | 17. <input type="text"/> |
| 8. <input type="text"/> | 18. <input type="text"/> |
| 9. <input type="text"/> | 19. <input type="text"/> |
| 10. <input type="text"/> | 20. <input type="text"/> |

FOR MARKER USE ONLY

SECTION	M A R K S	MARKER	SCRIPT CHECKER
A	20		
B	40		
C	40		
TOTAL	100		
Marker / Checker Initials			