



ASSOCIATION OF ACCOUNTING TECHNICIANS OF SRI LANKA

TALENT (SKILLS) CAPSTONE - JANUARY 2016

(SS2) INFORMATION TECHNOLOGY SKILLS

- **Instructions to candidates** (Please Read Carefully):

- (1) **Time allowed:** *Reading* - 15 minutes
Writing - 03 hours

06-02-2016
Afternoon
[1.45 – 5.00]

- (2) **Structure of Question Paper and the Marks Allocation:**

Section	Requirement	Marks
A	All questions are compulsory.	40
B	Only four out of six should be answered.	60
Total Marks		100

No. of Pages : 11
No. of Questions : 07

- (3) **Answers** should be in the **medium** applied for, in the **booklets** provided.

SECTION A

Objective Test Questions (OTQs)

Twenty (20) compulsory questions

(Total 40 marks)

Question 01

Select the most correct answer for question No. 1.1 to 1.10. Write the number of the selected answer in your answer booklet with the number assigned to the question.

- 1.1** Which one of the following sentences correctly explains the function performed by the data type “AutoNumber” in Microsoft Access?
- (1) It is a data type which automatically formats the data entered into a field from text to Numeric.
 - (2) It is used when we need to generate Random Numbers for a field.
 - (3) It is used when we need an automatically incrementing numeric counter.
 - (4) It is used to format numbers entered into a field by rounding to the nearest integer.

1.2 Assume that cell D1 in a spread sheet contains a certain value. If we need cell D2 to contain the value which is 5% larger than the value of cell D1, the formula to be typed in cell D2 would be:

- | | |
|--------------|---------------|
| (1) =D1*1.05 | (2) =D1*1105 |
| (3) =D1*0.95 | (4) =D1*95/10 |

1.3 Which one of the following sentences correctly explains the purpose of the “Thesaurus feature” in Microsoft Word?

- (1) To spell check the document.
- (2) To count the number of words in the document.
- (3) To suggest other words with a similar meaning to a word that has been selected.
- (4) To translate the document into a different language.

1.4 “This feature in Microsoft PowerPoint helps the presenter to add textual information which may be used during a presentation, but is not visible to the audience”. Which one of the following features in Microsoft PowerPoint corresponds to the above description?

- (1) Adding text to the header of a slide.
- (2) Adding text to a Text Box in a slide.
- (3) Recording Audio with a slide.
- (4) Adding text to the Notes section of a slide.

1.5 Of the following, select the correct statement regarding the use of attachments in e-mail:

- (1) No file size limitations exist for email attachments.
- (2) An attachment can be sent via email to several recipients at the same time.
- (3) An email can contain only one file as an attachment.
- (4) All email servers automatically scan emails sent to them for viruses.

1.6 A student is trying to access an Internet Bookstore to purchase a newly published book. If the URL (Uniform Resource Locator) of the Book store is **http://www.topbooks.com**, the term “http” in this refers to which of the following?

- | | |
|-----------------|------------------|
| (1) IP Address. | (2) Domain Name. |
| (3) Host Name. | (4) Protocol. |

1.7 **Silva** who works as the accountant for a Financial Services Company has ordered a new Windows 7 Professional edition DVD. The cover of the DVD purchased has a special sticker with a hologram which contains 25 characters namely XYX4H-34HDR-23DFE-PQ3E2-ED342. An IT Executive of the company has told him to keep this sticker safe, as the 25 character label will be needed during the Installation of the OS.

Which of the following is the name used to identify this 25 character label?

- (1) Password.
- (2) Personal Identification Number (PIN).
- (3) Product Key.
- (4) User ID.

1.8 Which of the following is an example for an ERP software available commercially today?

- (1) SAP.
- (2) Adobe Photoshop.
- (3) Microsoft Outlook.
- (4) IBM Notes.

1.9 Following are some IT products used in an organization. Of those, which will provide more benefits to the organization through an annual maintenance agreement?

- (1) A Bluetooth Keyboard.
- (2) A 55 ppm (pages per minute) Colour Laser printer.
- (3) A 7 inch tablet.
- (4) An External Blu-ray Writer.

1.10 Of the following activities, which can be considered as the one engaged in ethically unacceptable use of IT Systems?

- (1) Log in to a password protected office desktop computer with the permission of your Manager.
- (2) Share newly introduced office rules and regulations with all staff members via their official email addresses.
- (3) Backup the data of your personal smartphone to your office desktop computer.
- (4) Downloading a security update for your Windows 7 computer.

Select the suitable word from the words given within brackets to fill the blanks in question No. 1.11 to 1.15. Write the selected word in your answer booklet with the number assigned to the question:

- 1.11** In a database which contains data on purchase orders, the purchase order number is a good example to use as the (Key field / Password).
- 1.12** The NPV (Field / Function) available in Microsoft Excel can return the net present value of an investment based on a series of periodic cash flows and a discount rate.
- 1.13** (Unsubscribe / Filter) is the activity we need to perform when we need to remove our email from a mailing list.
- 1.14** In Microsoft Word, If we need to enter a special character such as “Ω” we can click the label named (Text Box / Symbol).
- 1.15** If we want to temporarily halt a running presentation in Microsoft PowerPoint and get a black screen, we can do so by pressing the (Character B / Esc) Key in the keyboard.

State whether each of the following statements from question No. 1.16 to 1.20 is **True** or **False**. Write the selected answer (True/False) in your answer booklet with the number assigned to the question.

- 1.16** When we need to store confidential data pertaining to company accounts in a Microsoft Access 2010 database, we cannot protect that database using a password.
- 1.17** The cell in which data is entered when we begin typing is called as the “Active Cell” and is bounded by a heavy border.
- 1.18** When we need to pay for purchasing a product such as a book over the Internet, we need to know the PIN (Personal Identification Number) of our ATM (Automated Teller Machine) Card.
- 1.19** In a word document that contains a table with 12 monthly sales quantities from January 2015 to December 2015, the total sales for the year can be automatically calculated by typing the formula “=SUM()”.
- 1.20** PPT, PPTX, PPS, PPSX are all valid extensions for presentations developed using Microsoft PowerPoint.

(02 marks each, Total 40 marks)

End of Section A

SECTION B

Answer any four (04) questions only.

(Total 60 marks)

Question 02

(a) **Explain** the purpose served by Add-ins in Microsoft PowerPoint. (02 marks)

(b) Assume that you have created a Microsoft PowerPoint presentation introducing the company you work for.

Explain the function performed by the Rehearse timings option, and why it is beneficial to use when you create your presentation. (03 marks)

(c) PowerPoint presentations are presented with several possible views, such as Normal View, Slide Show View and Slide Sorter View.

Differentiate between the above three(03) views. (06 marks)

(d) Assume that you have to present a sales report to the board of directors of the company you work for, and you have created a Microsoft PowerPoint presentation on your personal desktop computer for this purpose. You plan to take the presentation on a USB flash drive to the boardroom where the presentation is carried out. However, you are not sure whether the Computer which you will use to present the presentation in the boardroom has Microsoft PowerPoint installed on it. Assume that you do not have the Microsoft Office Installation DVD / Software to install PowerPoint in the boardroom PC, and that it is not connected to a network.

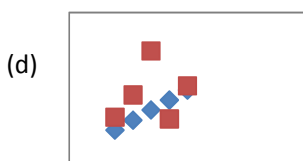
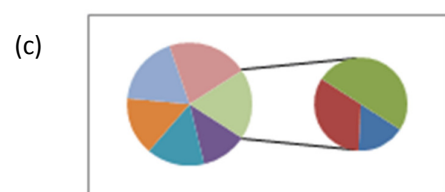
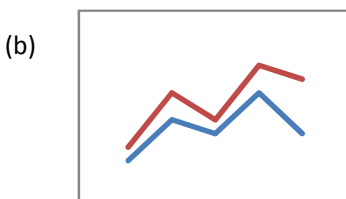
Explain two(02) methods you can use to present your presentation. **State** any assumptions made by you.

(04 marks)

(Total 15 marks)

Question 03

(A) The following images represent types of charts which can be used to visualize data in Microsoft Excel. **Identify** each of them:



(05 marks)

(B) **Lion Tea (Pvt) Ltd.** is planning to pay bonuses to its staff. The following spreadsheet contains data relating to its employees:

	A	B	C	D	E	F	G	H	I	J
1		Employee Performance 2015								
						Bonus				
2	Employee Number	Total Hours Worked during 2015	No of Days Leave Taken	Current Basic Salary	No. of Years in Service	Hard Work	Attendance	Sub Total	Multiplier	Total Bonus
3	E1255	1,500	5	25,000.00	4	0	13,500	13,500	0.1	14,850
4	E1258	1,900	13	20,000.00	7	20,000	1,500	21,500	0.4	30,100
5	E1251	1,680	1	30,000.00	5					
6	E1267	1,780	10	45,000.00	10					
7	E1275	1,980	5	28,000.00	1					
8	E1280	1,890	6	40,000.00	4					
9	E1293	1,500	8	38,000.00	3					

The bonus is calculated as follows:

- (i) Employees who have worked over 1,600 hours during the year 2015 will get Rs.20,000/- added to their bonus due to their hard work.
- (ii) Each employee is provided with 14 paid leave days. All un-utilized paid leave is being reimbursed at the rate of Rs.1,500/- per day when computing the bonus.
- (iii) For all employees who have been in service for over three years, the sub total bonus is multiplied by a factor of 0.1 for each year in service exceeding three years (Bonus Multiplier).
- (iv) The Maximum Total bonus paid to an employee is capped at Rs.45,000/-.

Identify formulas / functions for Cell F5, G5, H5, I5 and J5 highlighted in the above sheet by applying your knowledge of functions and formulas used on a spreadsheet.

These formulas / functions should use appropriate cell references so that it can be copied to the rows above (i.e. rows 3 and 4) to obtain the sample values displayed under the bonus heading. (10 marks)
(Total 15 marks)

Question 04

A friend of yours is planning to start a new venture. He is contemplating whether to open up a bookstore on Internet or open up a traditional physical book store.

- (a) **State** three(03) advantages of starting up an Internet Bookstore over starting a traditional bookstore. (03 marks)
- (b) **State** three(03) disadvantages of starting up an Internet Bookstore over starting a traditional bookstore. (03 marks)
- (c) **Identify** a popular Internet Bookstore already in Operation. (02 marks)
- (d) If your friend decides to open an Internet Bookstore, **Explain** how he can accept payments. (03 marks)
- (e) **Explain** how your friend can utilize social media sites such as Facebook to promote his Internet Bookstore. (04 marks)

(Total 15 marks)

Question 05

The following image displays a leaflet that was prepared using a Word Processing Software:

Stock Clearance Sale!

All Major Brands **Panasonic, Sony, LG, Philips, Samsung.**
Sizes from 20 inch to 50 inch

Hurry, Sale Ends on 25th January 2016

Great Bargains on LCD TVs. Don't miss this once in a lifetime chance to get your hand on a Brand new LCD TV

Get up to **50%** off¹

TopTV Enterprises
No. 43, Queens Road,
Bambalapitiya, Colombo 04.
Tel: 0112-575020

¹ If you pay by Credit Card the maximum discount will be 30%.

The leaflet contains several graphical elements: a woman shouting, a man on a TV screen, a blue speech bubble, a tilted text box, and a grey text box. Arrows labeled 'a' through 'g' point to various parts of the leaflet.

Image 1

Explain the word processing features you would use to complete each of the tasks identified by arrows (a) to (g) below, guided by the given example.

Assume that you are using Microsoft Word as your software. You may also assume that the following image file (image 2) is saved on the hard disk of the computer you use for this task.



Image 2

You need not to mention font size or font face changes.

Example:

Question : To get 1 cm margin on all four sides of the leaflet

Answer : Use the menu **Page Layout > Margins > Picture > Custom Margins** and set the top, bottom, left and right margins to 1cm.

- (a) To get the “Stock Clearance Sale!” in the curved form as displayed on the leaflet (Refer to the arrow marked “a” in the image - 1). (02 marks)
- (b) To get the picture displayed (Refer to the arrow marked “b” in the image - 1). Note: You need to mention all tasks required to display the picture as seen in the previous page from the original given in this page. (03 marks)
- (c) To get the text “All Major Brands Panasonic, Sony, LG, Philips, Samsung Sizes from 20 inch to 50 inch” as displayed on the leaflet (Refer to the arrow marked “c” in the image - 1). (02 marks)
- (d) To get the text “Hurry, Sale ends on 25th January 2016” as displayed on the leaflet (Refer to the arrow marked “d” in the image - 1). (02 marks)
- (e) To get the “Great Bargains on LCD TVs. Don’t miss this once in a lifetime chance to get your hand on a brand New LCD TV” text in a box (Refer to the arrow marked “e” in the image - 1). (02 marks)
- (f) To get the figure “1” appear above and just after “Get up to 50% off”, and carry a linked text at the bottom of the page (Refer to the two arrows marked “f” in the image - 1). (02 marks)
- (g) To get the Company Name and Address appear in the Left hand side of the leaflet as displayed (Refer to the arrow marked “g” in the image - 1). (02 mark)

(Total 15 marks)

Question 06

Mr. Sepala Perera is the Systems Administrator for **Lion Tea (Pvt) Ltd.** He has received an email from the HR Manager of the company: **Mr. Omar Hussain**. The mail is as follows:

To : Sepala Perera (sperera@liontea.lk)
From : Omar Hussain (ohussain@liontea.lk)
Date : 05th February 2016
Subject : Email address for newly recruited Secretary

Dear Sepala,

Please create an email address for Ms. Nalini Silva (NIC 905024500V) who was recruited last week for the position of Secretary to the Managing Director. She will be commencing work on the 8th of February 2016. Once you finished creating the email address, send an initial mail to her and attach the Email Rules. DOC file to educate her on the company policies in using emails. As usual her initial password should be set to her NIC Number. Please attach a Microsoft Word document to guide her on how to change the initial password.

Kindly copy the email to me and the Managing Director.

Regards,

Omar.

The company policy for email addresses at Lion Tea is designed in such a way that the first character of their first name together with the surname is used as the username for all employees. Further, the HR manager provides the email address and the initial password when the employee commences work.

Assume that you have to function in the role of **Mr. Sepala Perera**, and that you are using new email software.

You are further provided with the following information:

- Address of **Lion Tea (Pvt) Ltd** : No. 200, Kirula Road, Narahenpita, Colombo 05, Sri Lanka. Tel. +94-11-2559900
- The Managing Director of **Lion Tea (Pvt) Ltd.** is Mr. Ravi Muralitharan.
- Mr. Sepala Perera's Official Phone Number : +94-11-2559900 Extension 1234.
- Mr. Sepala Perera's Mobile Phone Number : +94-77-1231000.

- (a) Apply your knowledge on sending emails to communicate the above information by identifying appropriate text for the boxes marked 1-8.

Write the number of each box in your answer booklet with the answer. If you feel any one of them should be left blank, do not write anything against that box number.

To	------(1)-----
CC	------(2)-----
BCC	------(3)-----
Subject	------(4)-----
<p>Dear -----(5)-----</p> <p>On behalf of the IT department of Lion Tea, I would like to welcome you!</p> <p>As you become more familiar with our company, you'll find that it's an exciting and vibrant place to work, with many talented people and diverse opportunities. We know that you'll be an integral part of our team, and hope that you'll take advantage of all that our company has to offer.</p> <p>I've attached a document which explains email policies in effect at the company. Please take some time to read it. Further instructions on how you can change your initial password is also attached in a separate document.</p> <p>If you have any queries, please don't hesitate to contact me.</p> <p>Sincerely ------(6)-----</p>	
Signature Text	------(7)-----
Attachments	------(8)-----

(09 marks)

- (b) **Explain** the difference between web-based email clients from standalone email clients with two(02) examples for each category.

(06 marks)

(Total 15 Marks)

Question 07

Eco-Milk is soon to be opened as a milk food selling shop. An extract from its product list is displayed below. The shop is planning to store the product list in a computer database:

Product Type	Product Name	Supplier	Weight (g)	Universal Product Code	Expiry Date	Sales Price (Rs.)	5% Discount for Card Holder
Milk	Ranchor	Dairyco Ltd.	1,000	123456789012	2016.07.11	810.00	Yes
Milk	Delmo	Dairyco Ltd.	400	123456789013	2016.01.26	325.00	Yes
Milk	New Dela	Dairy Foods Ltd.	400	623455789119	2016.05.11	310.00	No
Butter	Ranchor	Dairyco Ltd.	227	123456783321	2016.04.12	495.00	Yes
Butter	New Dela	Dairy Foods Ltd.	200	123456781201	2016.06.11	290.00	No
Cheese	Happy Craft	Tassens Ltd.	340	123456723233	2016.03.09	639.00	Yes
Yoghurt	New Dela	Dairy Foods Ltd.	500	123452345563	2016.01.31	150.00	Yes
Cheese	Cheedo	Tassens Ltd.	250	123456782222	2016.03.16	945.00	Yes

Considering only the data available above, answer the following questions:

- (a) **Select** the most suitable field to be considered as the key field out of the above fields. **Explain** the reason behind your selection. (02 marks)
- (b) **Identify** the most suitable data types for each of the following fields:

Field Name	Data Type
Product Type	
Product Name	
Supplier	
Weight	
Universal Product Code	
Expiry Date	
Sales Price	
5% Discount for Card Holder	

(08 marks)

- (c) Assuming that there are only four product types of items sold, **explain** any changes that can be made to the table structure to make the process of data entry more efficient. (02 marks)
- (d) Assuming that the maximum weight of a product sold is 5,000 grams, and the minimum is 100 grams, **explain** changes that can be made to the table structure to make the process of data entry more efficient. (03 marks)
- (Total 15 Marks)

End of Section B