ASSOCIATION OF ACCOUNTING TECHNICIANS OF SRI LANKA

TALENT (SKILLS) CAPSTONE - JANUARY 2019

(SS2) INFORMATION TECHNOLOGY SKILLS

02-02-2019
Afternoon
[1.45 – 5.00]

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

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

(1) **Time allowed:** *Reading - 15 minutes*

Writing   -   03 hours

(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**

(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   "Queries", "Reports" and "Forms" are features found in which one of the following category of application software?

(1)   Word Processor
(2)   Presentation Manager
(3)   Database Management System
(4)   Spreadsheet Software

1.2   The file extension DOCX is associated with which one of the following category of application software?

(1)   Word Processor.
(2)   Presentation Manager.
(3)   Database Management System.
(4)   Spreadsheet Software.

1.3 An Accounts Executive has a series of cash flows that corresponds to a schedule of payments in dates. If the corresponding dates are not periodic, which of the following function in Microsoft Excel he/she could use to calculate the internal rate of return of the above schedule of cash flows?

(1) IRR   (2) XIRR   (3) PMT   (4) PPMT

1.4 The figure shown in the right is a popular symbol in Newspapers and promotional leaflets. Which one of the following terms can be used to denote such symbols?

(1) MICR Code   (2) QR Code   (3) Binary Code   (4) RFID

1.5 An Accounts Executive has prepared a Microsoft PowerPoint presentation which has notes entered for each slide. If he/she needs to view the notes while presenting using a laptop computer and a multimedia projector, which one of the following feature in PowerPoint is beneficial?

(1) Rehearse Timing.   (2) Read Narration.

(3) Present Online.   (4) Presenter View.

1.6 Which one of the following is a popular ERP software used today?

(1) Microsoft Project.   (2) Microsoft Access.

(3) SAP.   (4) Office 365.

1.7 Which one of the following is **not** a shortcut used in Microsoft Word for Cut, Copy or Paste?

(1) CTRL + C.   (2) CTRL + V.   (3) CTRL + X.   (4) CTRL + Z.

1.8 Which one of the following represents the Top Level Domain for websites representing Sri Lanka?

(1) .lk   (2) .lanka   (3) .sri   (4) .srilanka

1.9 When a Sri Lankan customer needs to transfer funds from a Sri Lankan Commercial Bank to a Commercial Bank of a foreign country, which one of the following services can be used?

(1) Common Electronic Fund Transfer Switch (CEFTS).

(2) Society for Worldwide Interbank Financial Telecommunication (SWIFT).

(3) Traveler's Cheques.

(4) Credit Cards.

1.10 "BitCoin" is a name used to denote:

   (1)   A method to transfer funds electronically between banks in Sri Lanka.

   (2)   A Credit Card used exclusively on online websites.

   (3)   A data format used on Microsoft Excel to store currencies.

   (4)   An electronic (digital) currency used on the Internet.

Select the suitable word from the words given within brackets to fill in the blanks in question No. 1.11 to 1.16. Write the selected word in your answer booklet with the number assigned to the question:

1.11   Microsoft Excel has in-built …………………….. *(Functions / Formulas)* which enable users to achieve calculations for pre-defined objectives.

1.12   In Microsoft Excel, worksheet cells are identified using …………………….. *(ROW + COLUMN / COLUMN + ROW)* order.

1.13   In a relational database management system, a database has one or more …………………….. *(Tables / Files)*.

1.14   If we need to repeat actions in MS Word, we can record the instruction using …………………….. *(Voice Recognition / Macros)*.

1.15   In Microsoft Access, Queries can be written using …………………….. *(SQL / HTML)*.

1.16   When accessing web pages, the protocol ………… *(HTTP / VOIP)* is often used.

*State whether each of the following statements from question Nos. 1.17 to 1.20 is **True** or **False**. Write the selected answer (True/False) in your answer booklet with the number assigned to the question.*

1.17   An email address can have two "@" signs.

1.18   Information security controls can be categorized as physical controls, technical controls and administrative controls.

1.19   A PowerPoint presentation file will run automatically when double clicked in Windows Explorer, if the computer has PowerPoint Installed.

1.20   Before you sell your used mobile phone, it is advisable to factory reset the phone to remove personal data.

(02 marks each, Total 40 marks)

──────── *End of Section A* ────────

SECTION B

Answer any four (04) questions only.

(Total 60 marks)

Question 02

An extract from a list of students in a database of a professional education institute is displayed below:

Student Number	Surname	First Name	NIC Number	Date of Registration	Examination Levels Passed	Registration and Renewal Fees Paid to date (Rs.)	District	Active Student Status
1001	Amarasiri	Sashrika	931401235V	2018-05-10	1	2,000.00	Colombo	Y
1002	Pinsiri	Shayani	858152400V	2017-06-01	3	7,000.00	Kandy	Y
1003	Dewanayagam	Thiru	920510400V	2017-05-01	1	6,000.00	Jaffna	Y
1004	Selvendran	Selvi	918210450V	2017-08-01	2	2,000.00	Nuwara Eliya	N
1005	Silva	Damien	902371588V	2017-06-01	2	3,000.00	Galle	N
1006	Wijesiri	Kumara	931812566V	2016-06-01	2	9,000.00	Matara	Y
1007	Zahir	Husni	933551789V	2017-06-01	1	6,000.00	Colombo	Y
1008	Abeypala	Saman	900540370V	2017-09-01	1	5,000.00	Trincomalee	Y

Notes:
- Examination levels are either 1, 2 or 3.
- Active students are those who have no dues for registration and renewal fees paid to date.

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

(a) **Identify** the most suitable data type for each of the following fields:

Field Name	Data Type
Student Number	
Surname	
NIC Number	
Date of Registration	
Examination Levels Passed	
Registration and renewal Fees Paid to date	
District	
Active Student Status	

(08 marks)

(b) **Identify** a suitable field from the above fields for which we can use lookup fields.   (02 marks)

(c) The institute needs to find out the total registration fees paid by inactive students in district wise. **Explain** how this information can be obtained using the Microsoft Access.

(Your answer must identify the specific fields required for this calculation and the conditions / settings which need to be set.)   (05 marks)

(Total 15 Marks)

Question 03

Explain the purpose served by each of the following functions used in Microsoft Excel:

(a) NOW

(b) PV

(c) AND

(d) HYPERLINK

(e) NPV   (03 marks each, Total 15 marks)

Question 04

(a) **Explain** the purpose served by following features available in electronic mail (e-mail):

   (i) Forward

   (ii) Signature

   (iii) Spam Folder / Spam Mail   (06 marks)

(b) **Contrast** between the following features available when sending an e-mail:

   (i) CC vs BCC

   (ii) Reply vs Reply to All   (06 marks)

(c) "When sending an email, we can attach any type of file and file of any size".

   State whether you agree with this statement. Justify your answer.   (03 marks)
                                                                            (Total 15 marks)

Question 05

(a) **Explain** three(03) benefits of using the internet for a business organization.   (06 marks)

(b) **State** three(03) advantages of using internet or mobile banking over traditional banking operations.   (03 marks)

(c) Your friend has forgotten his / her internet banking password.

   State two(02) procedures currently adopted by commercial banks in Sri Lanka to facilitate your friend to re-enable access to the account.   (03 marks)

(d) **State** three(03) value additions that an organization can gain through Enterprise Resourse Planning (ERP) software.   (03 marks)
                                                                            (Total 15 marks)

Question 06

(a) **Explain** the tasks performed by following features in Microsoft Word:

(i)   Page Orientation

(ii)   Format Painter

(iii)   Show / Hide

(iv)   AutoText

(v)   Print Preview   (02 marks each, Total 10 marks)

(b) Mail merge is one of the most useful features available in Microsoft Word. **Explain** when it is useful, and **list** the steps needed to complete a mail merge process.   (05 marks)
                                                                                (Total 15 marks)
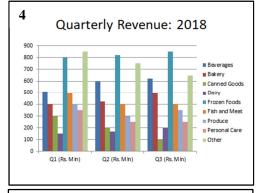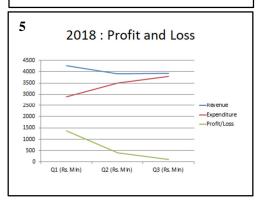
Question 07

A student has created a presentation to present the annual report of a reputed supermarket. The slides numbered below 1-6 are an extract from this presentation.

Assume you have to recreate the six slides using PowerPoint 2016. **Explain** the features you would use to complete the tasks (a) to (g) identified below. You may also assume that the image file (cart symbol) shown in the right is available on the hard disk of the computer you use for this task, and a powerpoint slideshow with six blank slides is available for you:

*(You do **not** need to mention font size, colour or font face changes).*

(a) Add the cart symbol as shown in Annual Report 2018 Heading slide. (02 marks)

(b) Ensure that when the presenter clicks on the cart symbol in slide **1** while the presentation is running, the presentation directly switches to slide **6**. (03 marks)

(c) Add the cart symbol in such a way that it automatically appears for the list of entries in Store Locations slide. You may assume that the text in the slide **2** is already present in the slide. (02 marks)

(d) Add the revenue information as it appears in Revenue 2018 slide.

(Note : You may assume that the relevant data is available in a Microsoft Excel Workbook.)

(02 marks)

(e) Display a chart as displayed in slide **4**.

[Note : you may assume that the relevant data is available in the same Microsoft Excel Workbook used in previous sub question (d)]. (02 marks)

(f) Display a chart as displayed in slide **5**.

(Note : you may assume that the relevant data is available in a Microsoft Word Document.)

(02 marks)

(g) Display the title text "Short Term Plans" in Slide **6** Heading. (02 marks)

(Total 15 marks)

─────────────── *End of Section B* ───────────────