



**ASSOCIATION OF ACCOUNTING TECHNICIANS OF SRI LANKA**

**TALENT (SKILLS) CAPSTONE - JULY 2019**

**(SS2) INFORMATION TECHNOLOGY SKILLS**

- **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
<b>A</b>	All questions are compulsory.	40
<b>B</b>	Only four out of six should be answered.	60
<b>Total Marks</b>		<b>100</b>

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

27-07-2019  
Afternoon  
[1.45 – 5.00]

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

**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** When creating a field for storing Daily Exchange Rate for 1 US Dollar to Sri Lankan Rupees, which one of the following data types available in MS Access is most suitable?

- (1) Short Text      (2) Long Text      (3) Currency      (4) AutoNumber

- 1.2** The file extension XLSM is associated with which of the following category of application software?

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

**1.3** Which one of the following is a file extension format associated with PowerPoint Presentations?

- (1) PDF                      (2) PPTX                      (3) PNG                      (4) DOC

**1.4** When you need to log into an online system using a username and a password, you are additionally sent a code via SMS to your phone. When you enter this code online, you are allowed to log into the system. This security method is known as:

- (1) Encryption                      (2) Multi Factor Authentication  
(3) Biometric Authentication                      (4) Passphrase Authentication

**1.5** Which one of the following is a benefit of a Virtual Private Network (VPN) for users (clients)?

- (1) It enables client access to sites which otherwise maybe blocked for different reasons.  
(2) It enables clients to access the internet at high speed.  
(3) It enables virus free internet access for the client.  
(4) It enables interruption free internet access for the client.

**1.6** Which one of the following is the shortcut used on Microsoft Word for Re-doing the previous action?

- (1) CTRL + V                      (2) CTRL + X                      (3) CTRL + Y                      (4) CTRL + Z

**1.7** Which one of the following software is distributed using cloud licenses?

- (1) Office 2019.                      (2) Office 365.  
(3) Adobe Photoshop.                      (4) Adobe PDF.

**1.8** Which one of the following can be considered as an unethical use of an Information System?

- (1) Using a Keylogger software in an office computer.  
(2) Sending an email from your office email account during the weekend.  
(3) Using a Cloud Storage Drive to maintain copies of your personal documents.  
(4) Erasing (wiping) your mobile phone data before re-selling to another person.

**1.9** CSV is a format used to import data for spreadsheets. CSV refers to which of the following terms?

- (1) Characters Selected for Vision.                      (2) Changeable Short Value.  
(3) Comma Separated Values.                      (4) Critical Score for Volumes.

**1.10** Which one of the following options can be used to insert this object into a Microsoft Word Document?

$$a = \frac{\left(\frac{b}{c}\right)^x + \dots}{\dots}$$

- (1) Insert Symbol. (2) Insert Text Box.  
(3) Equation Editor. (4) Word Art.

Select the suitable word from the words given within brackets to fill in 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** Structured Query Language can be used in ..... (MS Excel / MS Access) to filter data.
- 1.12** The mail merge feature in Microsoft Word allows the user to prepare ..... (SMS / Letters) for a large group of individuals.
- 1.13** In Microsoft PowerPoint, we can apply transitions to presentation ..... (slides / objects).
- 1.14** When entering confidential data such as credit card numbers on webpages, using ..... (HTTP/HTTPS) protocol can improve security.
- 1.15** In Microsoft Excel, two cells can be joined together using the ..... (Wrap Text / Merge) feature.

State whether each of the following statements from question Nos. **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 you create a new table in Datasheet view, MS Access automatically creates a primary key for you and assigns it a field name of "ID" and the AutoNumber data type.
- 1.17** Chart of Accounts (COA) is considered as an optional element of a conventional Enterprise Resource Planning (ERP) system.
- 1.18** When sending an email using a free service provider such as Gmail or Yahoo, you can password protect the body of the email message.
- 1.19** Pressing the F4 (Function 4) key results in opening a PowerPoint presentation.
- 1.20** An email address can have only one period sign (".") in the whole address.

(02 marks each, Total 40 marks)

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End of Section A

## SECTION B

Answer any four (04) questions only.

(Total 60 marks)

### Question 02

- (a) Microsoft Access is a popular database management system used today.  
**List four (04) other database management systems that are in use today.** (04 marks)
- (b) **List five(05) characteristics of modern Database Management Systems.** (05 marks)
- (c) **List two(02) possible limitations and issues to be considered when using database management systems.** (02 marks)
- (d) **Explain** the purpose served by the OLE Object Data type available in MS Access with an example for type of data / information that can be stored under this data type. (04 marks)
- (Total 15 Marks)

### Question 03

The following is an extract from a library book lending system, as stored on an Excel datasheet:

	A	B	C	D	E	F	G
1	Lending Date	Returned Date	Student Number	Book ISBN	Book Title	No. of Days Late	Penalty Fee Calculated
2	01-Jun-2019	06-Jun-2019	S0001	978-3-16-148410-0	Principles of Management		
3	01-Jun-2019	16-Jun-2019	S0002	978-3-16-148410-1	Introduction to IT		
4	03-Jun-2019	14-Jun-2019	S0001	978-3-16-148410-2	Enterprise Resource Planning		
5	04-Jun-2019	09-Jun-2019	S0002	978-3-16-148410-3	Financial Accounting		
6	05-Jun-2019	20-Jun-2019	S0001	978-3-16-148410-4	Information Security		
7	06-Jun-2019	21-Jun-2019	S0001	978-3-16-148410-5	Database Management Systems		
8	07-Jun-2019	22-Jun-2019	S0002	978-3-16-148410-6	Microsoft Excel		
9	08-Jun-2019	14-Jun-2019	S0002	978-3-16-148410-0	Principles of Management		
10							
14	Penalty Fee Per Day (Rs.)		50				
15							
16	No. of Books Obtained by		S0001				
17							
18	Total Penalty Fee						

Use your knowledge on Microsoft Excel to answer the questions below:

- (a) **Identify** a formula/function suitable for cell F2 to calculate the number of days the book is late. You may assume that, a book is lent for a maximum of seven days only. If it returned on the eighth (8<sup>th</sup>) day or later, it is considered as late returns. (03 marks)
- (b) **Identify** a formula/function suitable for cell G2 to calculate the penalty fee if the book is late. The penalty fee per day is store in cell C14. Your answer must use appropriate formula in G2 cell so that the calculation can be copied to cells G3 onwards. (03 marks)
- (c) **Identify** a formula/function suitable for cell D16 to find out how many books have been obtained by a particular student. Assume that the student number concerned is stored in Cell C16. (03 marks)
- (d) **Identify** a formula/function suitable for cell C18 to find out the total penalty fee payable by a student. Assume that the student number concerned is stored in Cell C16. (03 marks)
- (e) **List** three(03) alternative Spreadsheet packages to Microsoft Excel that can be installed on Microsoft Windows-based Operating Systems. (03 marks)
- (Total 15 marks)

#### Question 04

Assume that you are an Accounts Assistant of “Reader” Library, a private book library in Sri Lanka. One of your responsibilities is to collect dues for late book returns by students. Your email is accounts@thelibrary.lk. You have been provided with the following table pertaining to dues to be collected:

Membership Number	First Name	Surname	Amount Due (Rs.)	E-mail
S0001	Amali	Perera	550.00	amalp@gmail.com
S0003	Ayesh	Samarasinghe	500.00	ayesh@yahoo.com
S0006	Rizwan	Salie	1,000.00	Rizwan1999@gmail.com

You are also provided with the following information:

Contact Details for The Reader Library: No.15, High Level Road, Nugegoda.

Tel/Fax. +94 112 345 678.

**Apply** your knowledge of sending emails to communicate the following message as a common message to all of the above students. You may assume that according to the library email policy, all correspondences are supposed to be copied to the Assistant Librarian (asst.librarian@thelibrary.lk). The students should be sent a PDF file which contains bank account information and the procedure to deposit the dues, and a PDF file which contains the above dues table.

You should write suitable information for the items (a) to (h) identified below:

(State any assumptions that you make.)

From	..... (a) .....	(02 marks)
To	..... (b) .....	(02 marks)
CC	..... (c) .....	(02 marks)
Subject	..... (d) .....	(02 marks)
Message	<p>Dear ..... (e) .....</p> <p>We find that last month you have returned a few books late. According to our library policy, you need to pay fines for the late returns. Please find the dues for each member recorded in the attached PDF. Another PDF indicates the payment methods available for you for settlement.</p> <p>If you need any further clarifications, please contact me on my phone number below.</p> <p>Yours Truly,</p> <p>..... (f) .....</p>	<p>(01 mark)</p> <p>(02 marks)</p>
Signature Text	..... (g) .....	(02 marks)
Attachments	..... (h) .....	(02 marks)

(Total 15 marks)

### Question 05

- (a) **Explain** the difference between the Internet and the World Wide Web. (03 marks)
- (b) When carrying out Internet Banking activities using a web browser, users need to be wary of phishing sites.  
**Explain** what is meant by a phishing site and how they can be avoided. (05 marks)
- (c) “Bitcoin” is a term which has been frequently used during the past few years in relation to the Internet.  
**Explain** the purpose of using bitcoins and why it has gained popularity recently. (04 marks)
- (d) “If the website has the term .lk at the end (.LK domain), then the web server for that site is situated in Sri Lanka”.  
**State** whether you agree with this statement. **Justify** your answer. (03 marks)

(Total 15 marks)

## Question 06

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

- (i) Macros
- (ii) Word Art
- (iii) Paste Text (Keep Text only)
- (iv) Comments
- (v) SmartArt
- (vi) Watermark (02 marks each, 12 marks)

(b) “When saving a Microsoft Word Document, we can add two types of security password”.

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

## Question 07

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

- (i) Slide Master
- (ii) Play Narrations
- (iii) Presenter View
- (iv) Present Online
- (v) Hide Slide
- (vi) Show Media Controls (02 marks each, 12 marks)

(b) You have prepared a Microsoft PowerPoint presentation to introduce your company using your office desktop computer. You are supposed to visit a client’s place and present this to the client, but you are informed that he does not have PowerPoint on his Computer.

**Explain** one method you can use to present your company using client’s desktop computer. (03 marks)  
(Total 15 marks)

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*End of Section B*

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