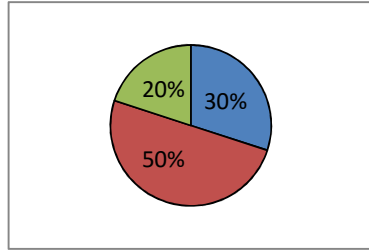


1.2 The name of chart given below is:



- (1) Circle Chart.
- (2) Bubble Chart.
- (3) Pie Chart.
- (4) Dot Chart.

1.3 Of the following types of software, which includes what-if Analysis, Data Validation and Data Filter features?

- (1) Desktop Graphics Software.
- (2) Spreadsheet Software.
- (3) Word Processing Software.
- (4) Presentation Software.

1.4 Which of the following command could be used to move any data from a currently entered and selected text of a form into the clipboard when using Microsoft Access?

- (1) CTRL + A
- (2) CTRL + C
- (3) CTRL + V
- (4) CTRL + X

1.5 Which one of the following is a feature of perpetual licenses issued for software?

- (1) It has to be renewed once the lease period expires.
- (2) It permits the use of the software indefinitely.
- (3) It permits only one user to use the software.
- (4) It permits the software to be distributed free of charge.

1.6 A documented agreement between an organization and its telecom provider promises network availability of 99.99% (5¼ Minutes of downtime per year). This agreement could be considered as a:

- (1) Service Level Agreement.
- (2) End User License Agreement.
- (3) Annual Maintenance Contract.
- (4) Labour Agreement.

1.7 Which one of the following could be considered as a preventive technical control used in Information Systems?

- (1) Audit Trails.
- (2) Data Encryption.
- (3) Backup power.
- (4) Fire detector.

1.8 Oracle E-Business Suite is an example for a/an:

- (1) Spreadsheet Software.
- (2) Project Management Software.
- (3) Enterprise Resource Planning (ERP) software.
- (4) Presentation Software.

1.9 Which one of the following is a valid E-mail address?

- | | |
|-------------------------|-----------------------|
| (1) studentATaatslDOTlk | (2) @student.aatsl.lk |
| (3) student@aatsl.lk | (4) student.aatsl@lk |

1.10 The following Microsoft PowerPoint slide contains a list of three items. The name used to identify such a list is:

- (1) Numbered List.
- (2) Bulleted List.
- (3) Dot List.
- (4) Accounting List.

<p style="text-align: center;">AAT Examination Competency Levels</p> <ul style="list-style-type: none">• AA1 : Accounting Assistant• AA2 : Accounting Analyst• AA3 : Accounting Associate
--

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** E-mail is often used by marketers to economically reach a large audience. In most email software and web based email, it is possible to set (*Rules / Functions*) to immediately delete such mails.
- 1.12** VOIP is a protocol used to manage the delivery of (*Video / Voice*) information in digital form in discrete packets.
- 1.13** A Database (*Report / Query*) is nothing more than a saved version of your sort or filter criteria.
- 1.14** Gnumeric is the (*Spreadsheet / Database*) component of the GNOME free software desktop project.
- 1.15** When we want to trim unimportant elements of a picture embedded in a MS Word document, we can use the (*Crop / Smart Art*) tool.

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** In Microsoft Word, we can use a formula to add up a data in a column of a table.
- 1.17** Email encryption requires a key to convert the email into a non-readable format.
- 1.18** HTML is a collection of documents and services distributed across the internet and linked together by hypertext links.
- 1.19** When sending presentation handouts online we can convert our power point presentation to a XLS file.
- 1.20** After saving a MS Word document if we press ALT-F4 key combination, the MS Word programme will exit.

(02 marks each, Total 40 marks)

————— End of Section A —————

SECTION B

Answer any four (04) questions only.

(Total 60 marks)

Question 02

Jaya Jaya is a newly formed education institute which conducts classes in support of the professional accounting Examinations. The institute is planning to store the student list in a computer database. An extract from their student registrations is displayed below:

Stage of the Examination	Surname	First Name	NIC Number	Date of Birth	No. of Subjects Registered for	Advance Payment (Rs.)	10% Discount
Level 1	Silva	Geetha	805400370V	1980.02.09	4	10,000.00	Y
Level 2	Senaratne	James	750852400V	1975.03.25	1	5000.00	N
Level 3	Yogarajan	Sitha	887510400V	1988.09.07	5	15,000.00	Y
Level 1	Razik	Fazly	921810450V	1992.06.29	2	5500.00	N
Level 3	Arumugam	Nelson	702371588V	1970.08.24	5	15,000.00	Y
Level 1	Perera	Vijaya	831812566V	1983.06.29	3	6500.00	N
Level 2	Arnold	Kevin	833551789V	1983.12.20	2	5000.00	N
Level 2	Alwis	Jagath	861401235V	1986.05.19	4	10,000.00	Y

Notes:

- The maximum number of subjects a student can register is 16.
- The minimum advance payment is Rs.5,000/-.

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

- (a) (i) **State** the most suitable field to be considered as the key field out of the above fields. (02 marks)
- (ii) **Explain** the reason behind your selection in part (i). (02 marks)

- (b) **Identify** the most suitable data types for each of the following fields. Cell marked in **black** does not require to be filled:

Field Name	Data Type
Stage of the Examination	
Surname	
First Name	
NIC Number	
Date of Birth	
Subjects Registered	
Advance Payment	
10% Discount	

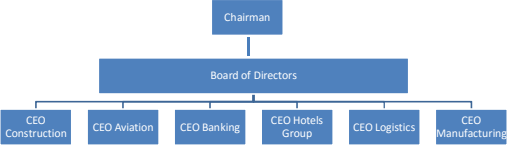
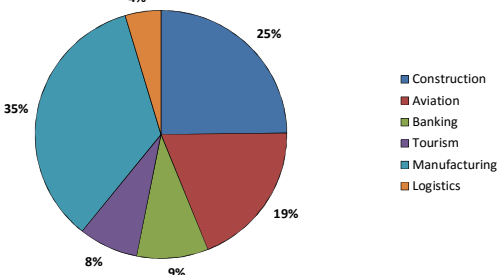
(07 marks)

- (c) **Explain** any change that can be made to the table structure to make the process of data entry more efficient. (Assume that there are only three stages for the Examination) (04 marks)

(Total 15 Marks)

Question 03

An employee of a company has created a short presentation to present the profile of the company. The slides numbered below **1** to **6** are an extract from this presentation.

<p style="text-align: center;">Company Profile</p> <p style="text-align: center;">Hypothesis International Group</p> <p style="text-align: right;">1</p>	<p style="text-align: center;">About the Company</p> <ul style="list-style-type: none"> • Established in 1975 • 06 Companies under the group <ul style="list-style-type: none"> – Construction – Aviation – Banking – Tourism – Manufacturing – Logistics <p style="text-align: right;">2</p>																																								
<p style="text-align: center;">Organizational Structure</p>  <p style="text-align: right;">3</p>	<p style="text-align: center;">Profitability</p> <table border="1" data-bbox="792 919 1325 1125"> <thead> <tr> <th>Sector</th> <th>Q1 (Rs. Mn)</th> <th>Q2 (Rs. Mn)</th> <th>Q3 (Rs. Mn)</th> <th>Q4 (Rs. Mn)</th> </tr> </thead> <tbody> <tr> <td>Construction</td> <td>51</td> <td>60</td> <td>62</td> <td>70</td> </tr> <tr> <td>Aviation</td> <td>40</td> <td>42</td> <td>50</td> <td>55</td> </tr> <tr> <td>Banking</td> <td>30</td> <td>20</td> <td>10</td> <td>30</td> </tr> <tr> <td>Tourism</td> <td>15</td> <td>17</td> <td>20</td> <td>23</td> </tr> <tr> <td>Manufacturing</td> <td>80</td> <td>82</td> <td>85</td> <td>92</td> </tr> <tr> <td>Logistics</td> <td>10</td> <td>10</td> <td>10</td> <td>15</td> </tr> <tr> <td>Total</td> <td>226</td> <td>231</td> <td>237</td> <td>285</td> </tr> </tbody> </table> <p style="text-align: right;">4</p>	Sector	Q1 (Rs. Mn)	Q2 (Rs. Mn)	Q3 (Rs. Mn)	Q4 (Rs. Mn)	Construction	51	60	62	70	Aviation	40	42	50	55	Banking	30	20	10	30	Tourism	15	17	20	23	Manufacturing	80	82	85	92	Logistics	10	10	10	15	Total	226	231	237	285
Sector	Q1 (Rs. Mn)	Q2 (Rs. Mn)	Q3 (Rs. Mn)	Q4 (Rs. Mn)																																					
Construction	51	60	62	70																																					
Aviation	40	42	50	55																																					
Banking	30	20	10	30																																					
Tourism	15	17	20	23																																					
Manufacturing	80	82	85	92																																					
Logistics	10	10	10	15																																					
Total	226	231	237	285																																					
<p style="text-align: center;">Profitability by Sector</p>  <p style="text-align: right;">5</p>	<p style="text-align: center;">Medium term expansion Plans</p> <ul style="list-style-type: none"> • 2017 : Consumer Electronics • 2018 : Retail Garments <p style="text-align: right;">6</p>																																								

Assume you have to recreate the six slides using either PowerPoint 2013 or PowerPoint 2010.

Explain the features you would use to complete the tasks (a-e) below:

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

- (a) Add logo of the company into the background of every slide.

(Note: The logo should be 75% Transparent, and the necessary action recommended should not have to be performed for each of the six slides.)



(03 marks)

- (b) Add the text “Copyright 2016 Hypothesis International” with the Slide Number to slides 2-6.
(Note: The action recommended should not have to be performed for each of the five slides.)

(03 marks)

- (c) Add the organizational structure to slide 3.

(Note: The action recommended should be performed without drawing textboxes individually. You do not need to mention how to add each text separately.)

(03 marks)

- (d) Add the profitability information as appears in slide 4.

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

(03 marks)

- (e) Display a sector wise profitability chart as displayed in slide 5. Explain how you would get the percentage labels as well.

[Note: You may assume that the relevant profitability data is available in the same Microsoft Excel Workbook used in question (d) above].

(03 marks)

(Total 15 marks)

Question 04

Explain the tasks performed by the following functions in Microsoft Excel:

- (a) TODAY

- (b) FV

- (c) SUMIF

- (d) LOOKUP

- (e) PMT

(03 marks each, 15 marks)

Question 05

- (a) The Internet and associated technologies have provided an opportunity for small businesses to use it as a business tool. **Explain** five(05) reasons to support this statement. (10 marks)
- (b) **List** five(05) services available on the Internet. (05 marks)
(Total 15 marks)

Question 06

- (a) Successful sending and receiving of e-mail may require one or more protocols. **List** two(02) protocols which are used in e-mail communications. (04 marks)
- (b) If you are configuring an e-mail client such as Microsoft Outlook, it is required to know several settings in advance. **List** four(04) such settings. (04 marks)
- (c) "Microsoft Outlook is not simply an Email client but much more".
- (i) **State** whether you agree with this statement or not. (01 mark)
- (ii) **State** two(02) reasons for your answer. (02 marks)
- (d) When sending an e-mail to multiple recipients, there are several options available. Two such are mentioned as CC and BCC.
- (i) **State** what is meant by each of the above terms (CC and BCC). (02 marks)
- (ii) **Explain** the difference between these two(02)options. (02 marks)
(Total 15 marks)

Question 07

- (a) **Explain** how one can insert the date to a letter typed in Microsoft Word such that it automatically updates every time you open the document. (03 marks)
- (b) **Explain** the function performed by the following features in Microsoft Word:
- (i) WordArt
- (ii) Hyphenation
- (iii) Footnote
- (iv) Endnote (03 marks each, 12 marks)
(Total 15 marks)

End of Section B
