Association of Accounting Technicians of Sri Lanka

July 2019 Examination – AA1 Level

Suggested Answers
(SS2)

INFORMATION TECHNOLOGY SKILLS
(ITS)

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A publication of the Education and Training Division

THE ASSOCIATION OF ACCOUNTING TECHNICIANS OF SRI LANKA

SS2 Examination-July 2019

(SS2) Information Technology Skills

SUGGESTED ANSWERS

Twenty (20) compulsory questions

(40 Marks)

SECTION - A

Suggested Answers to Question One:

1.1	3
1.2	4
1.3	2
1.4	2
1.5	1
1.6	3
1.7	2
1.8	1
1.9	3
1.10	3
1.11	MS Access
1.12	Letters
1.13	Slides
1.14	HTTPS
1.15	Merge
1.16	TRUE
1.17	FALSE
1.18	FALSE
1.19	FALSE
1.20	FALSE

(02 marks each, Total 40 marks)

End of Section A

Answer any four (04) questions only.

SECTION - B

(60 Marks)

Suggested Answers to Question Two:

(a)

Chapter-01- Database and key functions

Database Management Systems

1. Microsoft SQLServer(MS SQL)
2. Interbase
3. Oracle
4. MySQL
5. MongoDB
6. SQLite

(04 Marks)

(b)

Chapter 01- Database and key functions

Characteristics of modern Database Management Systems

1. Use of real-World Entity
2. Relation-based tables
3. Isolation of data and application
4. Consistency
5. Use of a Query Language
6. Multiuser and concurrent access
7. Multiple views
8. In built Security Support

(05 Marks)

(c)

Possible limitations and issues to be considered when using database management systems

Chapter-01-Database and key functions

1. Increase of costs
2. Management Complexity

3. Frequent update/ replacement cycles

4. Need for competent staff to manage databases.

(02 Marks)

(d)

Chapter 01-Database and its key functions

Object linking and Embedding data is non-textual and numeric data belonging to another Window-based application that are embedded in the database.

Examples: Pictures, graphs, PDF Files

(04 Marks)

Suggested Answers to Question Three:

(a)

Chapter 02-Spreadsheets and its key functions

=IF(B2-A2<8,0,B2-A2-7)

(03 Marks)

(b)

Chapter 02-Spreadsheets and its key functions

=IF(F2>0,F2*C14,0)

(03 Marks)

(c)

Chapter 02-Spreadsheets and its key functions

=COUNTIF(C2:C9,C16)

(03 Marks)

(d)

Chapter 02-Spreadsheets and its key functions

=SUMIF(C2:C9,C16,G2:G9)

(03 Marks)

(e.)

Spreadsheet packages to Microsoft Excel that can be installed on Microsoft Windows-based Operating Systems.

Chapter 02-Spreadsheets and its key functions

1.LibreOffice Calc
2.Apache OpenOffice Calc
3.Gnumeric
4.Lotus 123

(03 Marks)

Suggested Answers to Question Four:

a)

Chapter 03- Internet and its application in an accounting environment

accounts@thelibrary.lk

(02 Marks)

b)

Chapter 03-Internet and its application in an accounting environment

amalp@gmail.com, ayesh@yahoo.com , Rizwan1999@gmail.com

(02 Marks)

c)

Chapter 03- Internet and its application in an accounting environment

asst.librarian@thelibrary.lk

(02 Marks)

d)

Chapter -03, Internet and its application in an accounting environment

Late Book Return Dues

(02 Marks)

e)

Chapter Reference- 03, Internet and its application in an accounting environment

Students

(01 Marks)

f)

Chapter -03- Internet and its application in an accounting environment

Accounts Assistant, A. B. Perera

(Name of the Sender indicated under assumptions)

(02 Marks)

g)

Chapter -03- Internet and its application in an accounting environment

The Reader Library,
No.15, High Level Road, Nugegoda.
Tel/Fax. +94 112 345 678.

(02 Marks)

h)

Chapter 03- Internet and its application in an accounting environment

due_list.pdf
bank account_information.pfd
the procedure to deposit the due.pdf

(02 Marks)

Suggested Answers to Question Five:

a) Difference between the Internet and the World Wide Web

Chapter -03, Internet and its application in an accounting environment

The internet is a collection of computer networks spread across the world. The internet can be used to provide many services to users of this network.

The World Wide Web (www) is one of these services.

Therefore to use the WWW you need internet connection, but you can use other services such as e-mail, voip, chat without using the WWW on the internet.

(03 Marks)

b) Phishing site and how they can be avoided

Chapter Reference- 03, Internet and its application in an accounting environment

Phising sites are fake websites which are built to match the look and feel of real sites with the intention of stealing personal and financial information.

When visiting a website using a web browser by using the HTTPS protocol, we can examine the availability of Security Certificate to ensure that it's the genuine site.

(05 Marks)

c) Purpose of using bitcoins and why it has gained popularity recently

Chapter -03, Internet and its application in an accounting environment

Bitcoin is a cryptocurrency which can be used on the internet as an alternative to other legal forms of currency in making payments online.

It has become popular recently as it is a decentralized digital currency without a central bank or single administrator that can be sent from user to user on the peer-to peer bitcoin network without the need of the intermediaries.

(03 Marks)

d)

Chapter -03, Internet and its application in an accounting environment

Cannot Agree.

A .lk domain website is registered in Sri Lanka and may have information relevant to the Sri Lankan context. The web server containing the .lk Domain website information can be anywhere in the world.

(03 Marks)

Suggested Answers to Question Six:

a)

Chapter Reference- 04, Text processing software

i. **Macros**-In Word, you can automate frequently used tasks by creating and running macros. A macro is a series of commands and instructions that you group together as a single command to accomplish a task automatically.

ii. **Word Art** - WordArt is a quick way to make text stand out with special effects.

iii. **Paste Text (Keep Text only) -** When a selection copied to the clipboard includes content that is not text, the Keep Text Only option discards the content or converts it to text. For example, if you use the Keep Text Only option when you paste content that includes pictures and a table, the pictures are omitted from the pasted content, and the table is converted to a series of paragraphs.

iv. **Comments -** In another way comment is a note or annotation that an author or reviewer can add to a document. Microsoft word displays the comment in the Reviewing pane or in a balloon in the margin of the document.

v. **Smart Art -** SmartArt is a new type of graphical tool included in the latest versions of Word. SmartArt is, basically a way to make organized presentation art.

vi. **Watermark –** The watermark feature can be used to embed a text or graphic to the background of a document, behind the text.

(02 Marks each, Total 12 Marks)

b)

Chapter -04, Text processing software

Yes I agree with the statement.

When we create password for the document we have two options. We can add open password to the word document which will be needed to open the file and further we can add password in a manner that the document can be viewed but cannot be modified.

(03 Marks)
(Total 15 Marks)

Suggested Answers to Question Seven:

a)

Chapter Reference- 05, Presentation and its key features

I. **Slide Master** – In Microsoft PowerPoint, the Slide Master is the top slide that controls all information about the theme, layout, background, colour, fonts and positioning of all slides. Using the Slide Master can be an easy way to adjust the look of an existing theme or make overall changes to all slides in your presentation.

II. **Play Narrations** - You can record audio right inside of PowerPoint, and have it playing while your viewer is watching the slideshow. In this, the audio stays synced to the slide timings you set while recording the audio. The play narration option enable this voice playing when required, if the audio is present.

III. **Presenter View** - It lets you view your presentation with your speaker notes on one computer (your laptop, for example), while the audience views the notes-free presentation on a different monitor.

IV. **Present Online** - You can broadcast your PowerPoint presentation over the Internet to a remote audience. While you present the slide show inside PowerPoint, your audience members follow along in their web browsers.

V. **Hide Slide** - In a power point presentation, you can hide a slide just in case you'll need it later. Create hidden slides if you anticipate having to turn your presentation in a different direction-to answer a question from the audience, prove your point more thoroughly, or revisit a topic in more depth.

VI. **Show Media Controls** – When embedding a video in a PowerPoint slide, media controls enable the video to be paused and played as required. You can specify how you want your video to play during a presentation, and set many other playback options. The options include playing a video automatically or when clicked, playing a video full screen, and looping a video.

(02 Marks each, Total 12 Marks)

b)

Chapter -05, Presentation and its key features

Assumptions-you have portable storage drive to take the presentation

1) It is possible to save the presentation as a PDF file which can be opened on that computer (Assumption-you have a PDF viewer or web browser to view the PDF.
2)
3) It is possible to save the presentation as a video (Assumption, you have a video player on the computer)

(03 Marks)
(Total 15 Marks)

End of Section B

Notice:

These answers complied and issued by the Education and Training Division of AAT Sri Lanka constitute part and parcel of study material for AAT students.

These should be understood as Suggested Answers to question set at AAT Examinations and should not be construed as the "Only" answers, or, for that matter even as "Model Answers". The fundamental objective of this publication is to add completeness to its series of study texts, designs especially for the benefit of those students who are engaged in self-studies. These are intended to assist them with the exploration of the relevant subject matter and further enhance their understanding as well as stay relevant in the art of answering questions at examination level.

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