



Association of Accounting Technicians of Sri Lanka

January 2020 Examination

**Suggested Answers
(SS2)**

**INFORMATION TECHNOLOGY SKILLS
(ITS)**

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THE ASSOCIATION OF ACCOUNTING TECHNICIANS OF SRI LANKA

EDUCATION AND TRAINING DIVISION

**January 2020 Examination
(SS2) Information Technology Skills**

SUGGESTED ANSWERS

SECTION – A

Objective Test Questions (OTQs)

Twenty (20) compulsory questions

(Total 40 marks)

Suggested Answers to Question One:

<i>Question</i>	<i>Answer</i>
1.1	1
1.2	3
1.3	4
1.4	1
1.5	2
1.6	2
1.7	4
1.8	1
1.9	4
1.1	2
1.11	SQL
1.12	Function
1.13	Slide Master
1.14	TCP/IP
1.15	Envelopes
1.16	True
1.17	True
1.18	True
1.19	True
1.2	True

(02 marks each, Total 40 marks)

End of Section A

Answer any four (04) questions only.

(Total 60 marks)

Suggested Answers to Question Two:

Chapter 01 - Database and its key functions

- (a)
1. Improved data sharing
 2. Improved data security
 3. Better data integration
 4. Minimizes data inconsistency
 5. Improved data access
 6. Improved decision making
 7. Increased end-user productivity

(05 marks)

Chapter 01 - Database and its key functions

- (b)
- i. **Tables**
A Table is an object which stores data in Row & Column format to store data. i.e whenever a new database is created first a table should be created. Table is going to be the location where your data will be stored.
 - ii. **Forms**
A Form is an object used to input data into the table. A table can be used to display data.
 - iii. **Reports**
Reports is an object used to get an output in a desired format. This is nothing but generating reports as per required format.
 - iv. **Queries**
It is an object used to query the data stored in the tables. Using this query objects you can retrieve information from the data table in whichever way one need.
 - v. **Macros**
Macros are blocks of programming used to enhance the functionality of Microsoft Access.

(02 marks each, 10 marks)

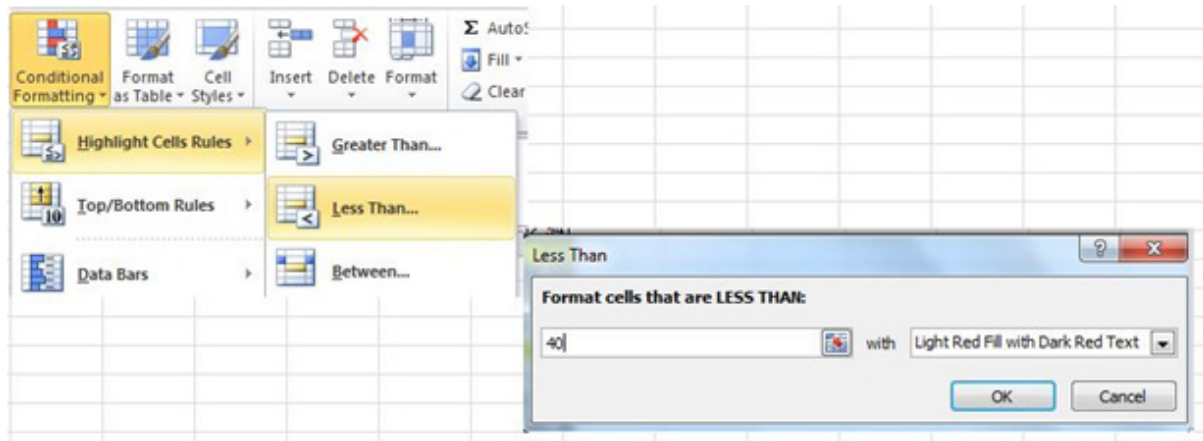
(Total 15 marks)

Suggested Answers to Question Three:

Chapter 02 - Spreadsheets and its key functions

- (a) Select all the student marks → Home tab → Conditional Formatting → Highlight Cell Rules → Less Than → Type value as 40 → click ok
-

(For reference only)



- (b) =AVERAGE(B2:E2) (03 marks)
- (c) =IF(AND(B2 >=40,C2>=30,D2>=40,E2>=40,F2>=50),”Passed”, “Failed”) (03 marks)
- (d) =COUNTA(A2:A9) (03 marks)
- (e) =COUNTIF(G2:G9,”Passed”) (03 marks)
- (Total 15 marks)

Suggested Answers to Question Four:

Chapter 03 - Internet and its application in an accounting environment

- a) salesmgr@lankaleaf.com (02 marks)
- b) john@euroexports.co.uk (02 marks)
- c) anne@euroexports.co.uk, accounts@lankaleaf.com, productionmgr@lankaleaf.com (02 marks)
- d) md@lankaleaf.com (02 marks)
- e) Re: Order of Tea Bags (02 marks)
- f) Dear John (01 mark)
- g) A. B. Perera, Sales Manager (Any Name) (01 mark)
- h) A. B. Perera, Sales Manager, Lanka Leaf Teas Ltd (01 mark)
- i) <AnyFileName>> .pdf (02 marks)
Ex: design.pdf (02 marks)
- (Total 15 marks)

Suggested Answers to Question Five:

Chapter 07 - Security Aspects and Access Control

- (a)
1. Use a strong password
 2. Do not use the same password on different sites
 3. Add a mobile number based Two Factor Authentication
 4. Log off after using a non-personal device (Desktops/Public Computers)
 5. Maintain Trusted Contacts
 6. Enable Login Alerts
 7. Run Anti-Virus/ Security Software on devices
 8. Think before you click or download anything

(03 marks)

- (b) 1. **Keep regular backups of files and documentation**

It is essential that backup copies be readily available. Backup files should be stored far enough away from the active data or documentation to avoid destruction by the same incident that destroyed the original. Backup material should be stored in a secure location constructed of noncombustible materials, including two hour rated firewalls.

2. **Fences**

Although fences around the perimeter of the building do not provide much protection against a determined intruder, they do establish a formal no trespassing line and can dissuade the simply curious person. Fences should have alarms or should be under continuous surveillance by guards, dogs or TV monitors.

3. **Security Guards**

Security guards are often stationed at the entrances of facilities to intercept intruders and ensure that only authorized persons are allowed to enter. Guards are effective in inspecting packages or other hand-carried items to ensure that only authorized, properly described articles are taken into or out of the facility. The effectiveness of stationary guards can be greatly enhanced if the building is wired with appropriate electronic detectors with alarms or other warning indicators terminating at the guard station.

4. **Badge System**

Physical access to computing areas can be effectively controlled using a badge system. With this method of control, employees and visitors must wear appropriate badges whenever they are in access controlled areas. Badge reading systems programmed to allow entrance only to authorized persons can then easily identify intruders.

5. **Double Door System**

Double door systems can be used at entrants to restrict areas. (Eg: Computing facilities) to force people to identify themselves to the guard before the guard before they can be released into the secured area. Double doors are an excellent way to prevent intruders from following closely behind authorized persons and slipping into restricted areas.

6. **Locks and Keys**

Locks and keys are commonly used for controlling access to restricted areas because it is difficult to control copying of keys, many installations use cipher locks containing buttons that open the lock when pushed to avoid compromise of the combination.

7. **Backup power**

Back-up power is necessary to ensure that computer services are in a constant state of readiness and to help avoid damage to equipment if normal power is lost. For short periods of power loss, backup power is usually provided by batteries.

9. **Biometric Access Controls**

Biometric identification is a more sophisticated method of controlling access to computing facilities than badge readers, but the two methods operating much the same way. Biometrics used for identification includes fingerprints, hand prints, voice patterns, signature samples and retinal scans. Since biometrics cannot be lost, stolen or shared they provide a higher level of security than badges.

10. **Site selection**

The site for the building that houses the computing facilities should be carefully chosen to avoid obvious risks. Eg: Wooded areas can pose a fire hazard, areas on or adjacent to an earthquake fault can be dangerous and sites located in a flood plain are susceptible to water damage.

11. **Fire extinguishers**

The control of fire is important to prevent an emergency from turning into a disaster that seriously interrupts data processing. Computing facilities should be located far from potential fire sources. (Eg: Kitchens, or Cafeterias) and should be constructed of noncombustible materials. Furnishings should also be noncombustible. Employees must be trained in the proper use of fire extinguishers and in the procedures to follow should be a fire breakout.

(06 marks)

(c) No

We can protect our computers by using security software, so the risk is minimal if software is updated. The benefits outweigh the risks.

(03 marks)

(d)

Chapter 06 - Legal Framework of IT

An annual maintenance contract (AMC) is a service provided by companies to customers at a cost that helps to maintain their products in proper working condition after expiry of the free product services offered by the company. Annual Maintenance Contract signed between a customer and product manufacturer/service center and allows regular checkups and routine work to keep the performance and quality of the products in good condition every year.

(03 marks)

(Total 15 marks)

Suggested Answers to Question Six:

Chapter 04 - Text processing software

(a)

- i. **Print Preview** - Print preview is a feature that displays on the screen what a hard copy would look like when printed. By using print preview, you can find any errors that may exist or fix the layout before printing.
- ii. **Track Changes** - Track Changes is a way for Microsoft Word to keep track of the changes you make to a document. You can then choose to accept or reject those changes.
- iii. **Auto Text** - is an easy way to speed up document creation in Microsoft Word. This is used to store parts of a word document for re-use. This can contain formatted text, pictures and fields.
- iv. **Restrict Editing** - Disable the document from being accidentally changed by using an edit password.
- v. **Navigation Pane** - The Navigation pane in Word lets scroll through pages of the document quickly.
- vi. **Superscript** - Alter font/text above the regular text to position text needed such as when expressing power of a number or ordinal indicator (th/rd..) used after a number.

(02 marks each ,12 marks)

b) Yes, I agree with the statement.

Using the word count feature, it is possible to accurately find out number of characters, words, lines and paragraphs etc-both in the whole document or a selected segment.

(03 marks)

(Total 15 marks)

Suggested Answers to Question Seven:

(a)

Chapter 05 - Presentation and its key functions
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- i. **Slide Template** - A template is a theme plus some content for a specific purpose such as a sales presentation, a business plan, or a classroom lesson. So a template has design elements that work together (colors, fonts, backgrounds, effects) and boilerplate content that you augment to tell your story. One can create his own custom templates and store them, reuse them, and share them with others
- ii. **Clipboard** - is a special location in your computer's memory that temporarily stores data that was cut or copied from a document. Once, something is stored in the clipboard, it can then be pasted to a new location. The clipboard holds its information until you cut or copy something else, or log out of the computer.
- iii. **Slide Transition** – slide transition is an animation between each slide. For example, a fade transition can be used to fade in or out of each slide in a slide show.
- iv. **Slide Animations** – Slide Animations control how objects in a slide move onto, off of, and around your slides. You can animate the objects on your PowerPoint slides.
- v. **Slide Size** - Each of the displays (Laptop, Tablet, TV) has a different shape or aspect ratio that describes the width versus height of the screen. The same PowerPoint file will appear differently on each device because the aspect ratio can vary. Using the slide size option can change the slide size as it has want.
- vi. **Slide Library** – One can manage and reuse individual PowerPoint slides by storing them in a Slide Library on a server running Office SharePoint Server. He and his colleagues that have access to the Slide Library can add slides to the library, insert slides from the library into a presentation, make changes to the slides in the library, track changes that have been made to a slide, and locate the latest version of a slide.

(02 marks each , Total 12 marks)

b)

Chapter 05 - Presentation and its key features

- Using the internet (WWW), it is possible to type non-English characters on many sites, including google input tools. It is possible to take screenshots of this and insert the text as images.
Or
One can directly download Sinhala and Tamil fonts from the internet and enter the text in PowerPoint.

(03 Marks)

(Total 15 Marks)

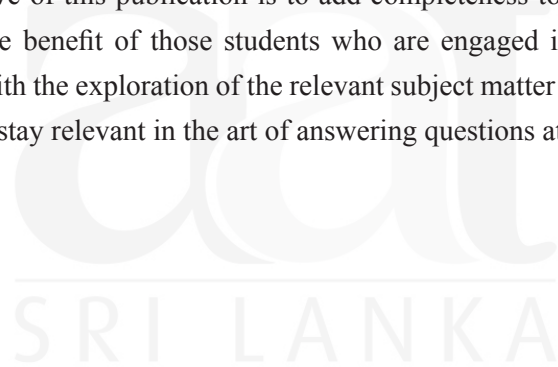
End of Section B

Notice :

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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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