



ASSOCIATION OF ACCOUNTING TECHNICIANS OF SRI LANKA

TALENT (SKILLS) CAPSTONE - JULY 2015

(SS2) INFORMATION TECHNOLOGY SKILLS

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

(1) *Time: 02 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.*

26-07-2015
Afternoon
[3.30 – 5.30]

No. of Pages : 11
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 1.18. Write the number of the selected answer in your answer booklet with the number assigned to the question.

- 1.1** If a cell containing the value 7,589.60 is formatted as #,##0, the value displayed in the same cell would be:

(1) 7,589.00

(2) 7,589.60

(3) 7,600.00

(4) 7,590.00

(02 marks)

- 1.2** Google Inc. is a multinational corporation specializing in Internet related services and products. The free web-based email service provided by Google Inc. is known as:

(1) Gmail.

(2) Hotmail.

(3) Yahoo.

(4) Outlook.

(02 marks)

1.3 In an email software or web-based email provider, emails which are incomplete and yet to be sent are found under:

- | | |
|----------------|----------------|
| (1) Inbox. | (2) Sent Mail. |
| (3) Spam Mail. | (4) Drafts. |
- (02 marks)

1.4 Consider the text in **Figure 1** and **Figure 2**:

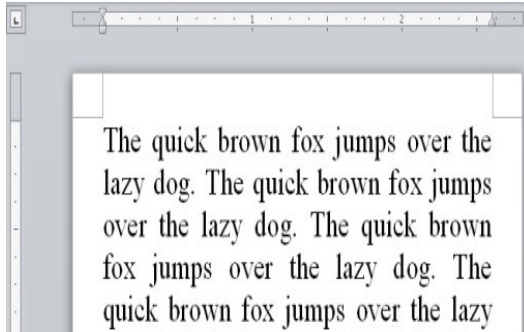


Figure 1

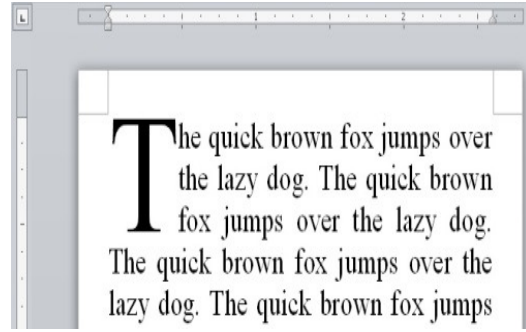


Figure 2

The feature required to transform the text in **Figure 1** to **Figure 2** is known as:

- | | |
|---------------|--------------------|
| (1) Drop Cap. | (2) Small Caps. |
| (3) All Caps. | (4) Insert Symbol. |
- (02 marks)

1.5 Consider the email address “examinations@aatsl.lk” In this email address “lk” refers to the:

- | | |
|------------------------------------|------------------|
| (1) Domain name. | (2) User name. |
| (3) Country-code top-level domain. | (4) Server name. |
- (02 marks)

1.6 When performing an activity such as Internet Banking or using your credit card online, the protocol that should be visible on the address bar of the web browser to ensure that your confidential data is protected during transmission is:

- | | | | |
|-----------|----------|---------|--------|
| (1) https | (2) http | (3) ftp | (4) ip |
|-----------|----------|---------|--------|
- (02 marks)

1.7 The ability to perform video conferencing over the Internet has benefitted many organizations, allowing them to perform international communications economically and efficiently. An example of a software used for this purpose is:

- | | |
|------------------------------|---------------------------|
| (1) Skype. | (2) Adobe Flash. |
| (3) Microsoft Visual Studio. | (4) Windows Media Player. |
- (02 marks)

- 1.8** Which of the following describes a **disadvantage** of using a Functional Information System over an Enterprise Resources Planning (ERP) system?
- (1) Related data is not shared between different Functional Information Systems.
 - (2) The encryption used in Functional Information Systems can be easily hacked by outsiders.
 - (3) The number of users that can use the Functional Information System at a given time is low.
 - (4) The time taken to develop a Functional Information System is very high. (02 marks)
- 1.9** Of the following, what does the term IFRS represent when considering compliances required from an Enterprise Resources Planning (ERP) System?
- (1) Internal File Recovery System.
 - (2) International Financial Reporting Standards.
 - (3) Information Feedback Receiving System.
 - (4) Internal Financial Report System. (02 marks)
- 1.10** Assume that you are the Accountant of a small scale import and export company. Which one of the following practices can be considered as an ethically unacceptable behavior?
- (1) Taking a backup of your data onto an external hard disk in the office.
 - (2) Taking a copy of the original MS Office DVD home to install in your home PC.
 - (3) Protecting the Microsoft Excel files which store salary particulars of employees with Passwords.
 - (4) Use a login password for your office computer. (02 marks)
- 1.11** "Spamming" refers to:
- (1) sending unsolicited emails.
 - (2) sorting emails by the size of the email and it's attachment.
 - (3) sending emails securely.
 - (4) using an email address of another company. (02 marks)
- 1.12** The designation of a person responsible for maintaining system privileges in a computer network is:
- (1) a System Administrator.
 - (2) an IT Technician.
 - (3) an Executive Director.
 - (4) a System Operator. (02 marks)

1.13 A mailing list manager is used for:

- (1) Creating emails for employees at an organization.
- (2) Managing lists of email addresses used for the organizational communication purposes.
- (3) Filtering junk emails received by the organization.
- (4) Scanning emails sent and received by the organization for computer viruses. (02 marks)

1.14 “Open Source Software” refers to software that:

- (1) is used when opening stores. (2) shares its’ source code.
- (3) is only distributed in CDs and DVDs. (4) is used by system operators. (02 marks)

1.15 When considering purchasing a software for a large scale organization, obtaining an Enterprise License is recommended. Which of the following is correct with respect to an Enterprise License?

- (1) License given by the government to buy software.
- (2) License given by the government to sell software.
- (3) Software license that can be distributed to many companies without restriction.
- (4) Software license issued to a large company with many personal computers. (02 marks)

1.16

- | | | |
|------------------------|--------------------|---------------------------|
| (a) Earthquakes | (b) Floods | (c) Hacker Attacks |
| (d) Espionage | (e) Tsunami | (f) Terrorism |

Of the above, those considered as non-natural disasters are:

- (1) **(a), (b)** and **(c)** Only. (2) **(b), (c)** and **(d)** Only.
- (3) **(c), (d)** and **(f)** Only. (4) All of the above. (02 marks)

1.17

- | | |
|---------------------------|---------------------|
| (a) Encryption | (b) Backups |
| (c) Access control | (d) Auditing |

Of the above, the methods that will help to improve information security control in a database are:

- (1) **(a)** and **(b)** Only. (2) **(a)** and **(c)** Only.
- (3) **(b)** and **(c)** Only. (4) All of the above. (02 marks)

1.18 “VPN technology can enable remote users to securely connect to a private network”. In this statement, the abbreviation VPN refers to:

- (1) Virus Protected Network. (2) Visible Private Network.
(3) Virtual Private Network. (4) Vital Protocol Network. (02 marks)

Fill the blanks from question No. **1.19** and **1.20** using the words given within brackets. Write the selected answer in your answer booklet with the number assigned to the question:

1.19 “A (Hub / Firewall) is a part of a computer system or network that is designed to block unauthorized access while permitting authorized communications.” (02 marks)

1.20 “..... (Shareware / Adware) is a type of software which is often offered as a download from an internet website. They may have limited functionality or other limitations such as number of times the software can be used. They provide potential users an opportunity to try the software before purchasing the full version”. (02 marks)

End of Section A

SECTION B

Answer any four (04) questions only.

(Total 60 marks)

Question 02

An extract from the employee list of a manufacturing company is displayed below:

Employee_Number	Surname	Other_Names	Date_of_Birth	Basic_Salary (Rs)	National_ID	Department	Status
0001	Silva	Geetha	1980.02.09	22,500.00	805400370V	Finance	Yes
0002	Senaratne	James	1975.03.25	42,000.00	750852400V	Production	Yes
0003	Yogarajan	Sitha	1988.09.07	25,000.00	887510400V	HRM	No
0004	Razik	Fazly	1992.06.29	50,000.00	921810450V	IT	Yes
0005	Arumugam	Nelson	1970.08.24	48,000.00	702371588V	Finance	No
0006	Perera	Vijaya	1983.06.29	39,000.00	831812566V	IT	Yes
0007	Arnold	Kevin	1983.12.20	78,000.00	833551789V	Production	Yes
0008	Alwis	Jagath	1986.05.19	58,000.00	861401235V	Production	Yes

Note that “Status” field above indicates whether an employee is a permanent employee or not.

- (a) **Identify** the most suitable field to be considered as the key field out of the above fields and **Explain** the reason behind your selection. (03 marks)

- (b) **Identify** the most suitable data type for each of the following fields. Cells crossed out with “X” need not be identified:

Field Name	Data Type
Employee_Number	
Surname	X
Other_Names	X
Date_of_Birth	
Basic_Salary	
National_ID	
Department	
Status	

(06 marks)

- (c) **Explain** any changes that can be made to the table structure to make the process of data entry more efficient.

Assume that there are only four departments (Finance, Production, HRM, and IT department) in the company. (03 marks)

- (d) **Identify** the three(03) kinds of table relationships in a relational database. (03 marks)

(Total 15 Marks)

Question 03

- (a) **List** actions / steps that need to be performed in Microsoft PowerPoint to create a presentation that automatically starts when double clicking the file. You may assume that you have an already created *pptx. file*. (03 marks)

- (b) Assume that you have to create a Microsoft Power Point presentation to introduce the company you work for.

Explain the function performed by the slide master when creating a new presentation, and **State** why it is beneficial to use when you create your presentation. (06 marks)

- (c) Slide Transitions and Animation are two useful features when presenting using PowerPoint. **Differentiate** Slide Transitions from Animation. (06 marks)

(Total 15 marks)

Question 04

AAT Sri Lanka is planning to analyze the performance of students who sat the AA1 Examination. The following is an extract of the worksheet used for analyzing the marks of students:

	A	B	C	D	E	F	
1		Name of the Subject					
2	Index Number	FAB	QMB	EBA	BLE	Total Marks	
3	E1255	85	60	78	70		
4	E1258	90	50	67	0		
5	E1251	77	45	90	69		
6	E1267	55	0	45	59		
7	E1275	80	55	69	68		
8	E1280	79	60	75	57		
9	E1293	55	60	80	60		
10							
11	Highest Mark						
12	Lowest Mark						
13	Average Mark						

Using the knowledge of functions and formulas used on a spreadsheet,

- Identify** an appropriate function to calculate the total marks for the four subjects in Cell F3
(Note: You need to use a single function). (02 marks)
 - Identify** an appropriate function to calculate the highest marks obtained for the FAB paper in Cell B11 (Note: You need to use a single function). (02 marks)
 - Identify** an appropriate function to calculate the lowest marks obtained for the QMB paper in Cell C12 (Note: You need to use a single function). (02 marks)
 - Identify** an appropriate function to calculate the average mark obtained for the EBA paper in Cell D13 (Note: You need to use a single function). (02 marks)
 - Identify** an appropriate function to calculate the average marks obtained for the QMB paper in Cell C13 if the student bearing Index No.E1267 has been absent for the QMB paper, but has been incorrectly assigned zero marks. You may assume that all students who were present have scored above zero marks. (Note: You need to use a single function). (03 marks)
 - Identify** the steps involved in arranging these Index numbers in the order of total marks obtained in the ascending order. You may assume that you have already obtained the total marks of each student. (04 marks)
- (Total 15 marks)

Question 05

Assume that you maintain your financial portfolio at **Golden Sun Bank**, an international bank with a branch in Sri Lanka. The bank provides an Internet banking portal through which you can access all your finances, as well as perform fund transfers to other banks. They have even provided you with an internationally valid credit card.

- (a) **List** three(03) advantages of using Internet banking facilities compared to traditional banking facilities. (03 marks)
- (b) Recently you received an email supposed to be from **Golden Sun Bank**, asking you to change your internet banking password as they have had a security breach. The email provides a hyperlink to a webpage to perform this task.
Discuss any precautions you would take before you decide to change the password. (06 marks)
- (c) **State** three(03) data items included in your credit card that you would need to provide when purchasing a book from an international online bookstore using your credit card. (03 marks)
- (d) **State** three(03) advantages of buying goods through internet. (03 marks)
- (Total 15 marks)

Question 06

Mr. John Sebastian (john@lankajintea.lk) is the Accountant for **Lankajin Tea Exporters (Pvt) Ltd.** He needs to send an email (see message below) to **Mr. Virat Singh** (vsingh@indiatea.in) who is the purchasing officer at **Indian Tea Importers Co.**, New Delhi.

The managing director of **Lankajin Tea Exporters**, **Mr. Kamal Perera** has recommended that a copy of this email should be sent to the managing director of **Indian Tea Importers Co.**, **Mr. Narendra Gopi** (ng@indiantea.in) for his information together with the file INVOICE20150201A.docx. **Mr. Kamal Perera** has further instructed that a copy of this email should be received by him, but his email address (md@lankajintea.lk) should not be visible to anyone other than the sender.

Assume that you have to function in the role of **Mr. John Sebastian**, and that you are using new email software.

You are further provided the following information:

- (1) Address of **Lankajin Tea Exporters (Pvt) Ltd.**: No. 100, Thimbirigasyaya Road, Colombo 05, Sri Lanka.
Tel. / Fax. +94-11-2339449
- (2) Address of **Indian Tea Importers Co.** Reliance Building, No. 34, High Street, New Delhi, India.
Tel. / Fax. +91-1029 2993 23

(a) **Apply** your knowledge in sending emails to communicate the above information by identifying appropriate text for the boxes marked 1 - 8. Write the number of each box in your answer booklet with the answer.

To:	----- (1) -----
CC:	----- (2) -----
BCC:	----- (3) -----
Subject:	----- (4) -----
<p>Dear Mr. ----- (5) -----</p> <p>I refer to my emails dated 2015.03.17 and 2015.03.20 on the subject of outstanding payments due from you on your purchase on 1st February 2015 (Ref. Invoice No. 20150201A attached). I regret to inform you that we have not received any reply from you for either email. I am re-attaching the original invoice for your kind attention. Please be kind enough to settle all dues before 31st of March 2015. Failure to do so will result in termination of our agreement with you immediately.</p> <p>Thanking you, Yours truly,</p> <p>----- (6) -----</p>	
Signature Text	----- (7) -----
Attachment	----- (8) -----

(12 marks)

(b) **State** three(03) advantages of using e-mails compared to traditional mails.

(03 marks)

(Total 15 marks)

Question 07


The following image displays a printed invoice that was prepared using a Word Processing Software:

LankaJin Tea Exporters

No. 100, Thimbrigasyaya Road,
Narahenpita, Colombo 05,
Sri Lanka
Phone +94 112 559669
Fax +94 112 559669


INVOICE

INVOICE #20150201A
DATE: 1ST FEBRUARY 2015 APRIL 16, 2015




TO:
Virat Singh
Indian Tea Importers Co.
Reliance Building
No. 34, High Street New Delhi
India
+91 1029 2993 23


SHIP TO:
Virat Singh
Indian Tea Importers Co.
Reliance Building
No. 34, High Street New Delhi
India
+91 1029 2993 23




SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA
Suresh Perera	12501	Virat Singh	Colombo





QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1000 Kg	BOP Tea (Dimbulla) Grade B	USD 1.50	USD 1500
		SUBTOTAL	USD 1500
		SALES TAX	USD150
		SHIPPING & HANDLING	USD500
		TOTAL DUE	USD2150





Make all payments via our PayPal account (electronic transfer)¹ to
payments@lankajin.co.lk
Payment is due within 30 days.
If you have any questions concerning this invoice, contact John Sebastian, Accountant on
john@lankajin.co.lk
 Thank you for your business!





¹ If you are unable to transfer using PayPal, we can provide our International Banking Account

Explain the word processing features you would use to complete each of the tasks identified by arrows (a) to (g) below, guided by the given example. You need not mention font size or font type changes.

(Assume that you are using Microsoft Word as your software. You may also assume that there is a tea cup image file on the hard disk of the computer you use for this task.)

Example:

Question : To get the tea cup image on the document (refer to the arrow marked “a” in the image):

Answer : Insert the tea cup image on hard disk using Insert -> Picture, and position the image above text.

- (a) To get the “TO” and “SHIP TO” labels as positioned on the screen (refer to the arrow marked “b” in the image). (02 marks)
 - (b) To get the INVOICE NUMBER and DATE on the right hand side of the document (refer to the arrow marked “c” in the image). (02 marks)
 - (c) To create the word “CONFIDENTIAL” appear as given on the document, behind the other text (refer to the arrow marked “d” in the image). (02 marks)
 - (d) To get the QUANTITY, DESCRIPTION, UNIT PRICE and TOTAL in the boxed area as shown on the document (refer to the arrow marked “e” in the image). (02 marks)
 - (e) To get the Payment Instructions appear vertically (refer to the arrow marked “f” in the image). (02 marks)
 - (f) To get the letter “¹” appear above and just after electronic transfer, and carry a linked text at the bottom of the page (refer to the two arrows marked “g” in the image). (03 marks)
 - (g) To get a grey colored box which highlights the payment instructions (refer to the arrow marked “h” in the image). (02 marks)
- (Total 15 marks)

End of Section B
