



1.4 When an Accounts Executive knows a loan amount, interest rate and installment amount, which one of the following functions in Microsoft Excel could he/she use to calculate the number of installment for the loan?

- (1) PMT                      (2) PV                      (3) NPV                      (4) NPER

1.5 The figure shown in the right hand side is an extracted screenshot from Microsoft Excel 2016. The name more commonly associated with the objects named as Members 2016, Members 2017 and Members 2018 in the figure is:



- (1) Workbooks.              (2) Worksheets.              (3) Formulas.              (4) Functions.

1.6 A Human Resource Executive is entering leave applications of employees received over a week (7 days). He is trying to identify employees who have taken leave more than once. Which one of the following features in excel can be used to identify cells which have the same employee name entered (*assume that all names are entered without any typing mistakes*)?

- (1) IF Condition.                      (2) Conditional Formatting.  
(3) AutoSum.                      (4) Solver.

1.7 When one needs to bypass the sequential order of slide progression in Microsoft PowerPoint, which one of the following features can be used to move to a chosen slide?

- (1) Action Buttons.                      (2) Slide Animations.  
(3) Slide Transitions.                      (4) Master Slide.

1.8 Which one of the following statements pertaining to protecting a Microsoft Word document is correct?

- (1) Even if you forget your password, you can recover it by receiving a SMS.  
(2) Fingerprints can be used instead of passwords to access the document.  
(3) There are two types of passwords that can be applied to a document.  
(4) There is only one type of password that can be applied to a document.

1.9 The email address with an **incorrect** format is:

- (1) student@institute.edu.lk                      (2) student.name@lk  
(3) student.university@institute.lk                      (4) student.lk@institute.com

**1.10** When a Sri Lankan customer needs to transfer funds from one Sri Lankan commercial bank to another in real time using Internet banking, Mobile Banking or an ATM, the newest service available in Sri Lanka to facilitate this is known as:

- (1) Common Electronic Fund Transfer Switch (CEFTS).
- (2) Paypal.
- (3) Society for Worldwide Interbank Financial Telecommunication (SWIFT).
- (4) BitCoins.

Select the suitable word from the words given within brackets to fill in the blanks in question No. **1.11** to **1.16**. Write the selected word in your answer booklet with the number assigned to the question:

**1.11** The ..... (*BCC / CC*) option can be used when sending an email to ensure that a copy of the email is received by other users and they can see who else it was sent.

**1.12** The ..... (*HTTP / HTTPS*) protocol is not suitable when carrying out confidential transactions such as Internet Banking.

**1.13** The Ctrl + ..... (*C / V*) key combination is a shortcut used to copy selected information in Microsoft Office Packages such as Microsoft Word.

**1.14** When we require to estimate the time taken for a presentation during practice, we can use the ..... (*Rehearse Timing / Play Narrations*) Option.

**1.15** When you need to display graphics to visually communicate information in Microsoft Word, one option is to use ..... (*Word Art / Smart Art*).

**1.16** When you want to insert a spreadsheet file which can be used for calculations inside a Power Point presentation, you need to select the insert ..... (*Chart / Object*) feature.

State whether each of the following statements from question Nos. **1.17** to **1.20** is **True** or **False**. Write the selected answer (*True/False*) in your answer booklet with the number assigned to the question.

**1.17** SAP is one of the leading ERP softwares available in the market today.

**1.18** A perpetual software license expires after a specific period of time.

**1.19** A web server can be used to enhance the internet security of a corporate network.

**1.20** Unauthorized copying of files to portable storage devices is the most serious threat and a major source of information leakage from organizations.

(02 marks each, Total 40 marks)

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*End of Section A*

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## SECTION B

Answer any four (04) questions only.

(Total 60 marks)

### Question 02

An extract from a list of employees in a database at an Apparel Manufacturer is displayed below:

Employee Number	Surname	First Name	NIC Number	Date of Appointment	Contract / Probation Period (days)	Basic Salary (Rs.)	Max. Overtime Hrs. (Month)	Permanent Employee
E1001	Arunasiri	Kevin	800540370 V	2018-04-01	365	60,000.00	100	Yes
E1002	Perera	Sanduni	758152400 V	2018-05-01	365	75,000.00	120	Yes
E1003	Yogarajan	Ganesh	880510400 V	2018-05-01	180	60,000.00	80	No
E1004	Selvaraja	Aushyani	928210450 V	2018-05-01	180	50,000.00	50	No
E1005	Rabel	Darshana	702371588 V	2018-06-01	180	60,000.00	100	No
E1006	Perera	Vijaya	831812566 V	2018-06-01	365	90,000.00	120	Yes
E1007	Zubair	Fazly	833551789 V	2018-06-01	365	60,000.00	110	Yes
E1008	Alwis	Jagath	861401235 V	2018-07-01	365	50,000.00	120	Yes

**Notes:**

- The contract / probation period is usually 6 Months or 1 Year.
- The maximum overtime allowed is 150 hours per month.

Considering that only the data above is available, answer the following questions:

- (a) (i) **Select** the most suitable field to be considered as the key field out of the above fields. (02 marks)
- (ii) **State** the reason behind your selection in part (i) above. (02 marks)
- (b) **Identify** the most suitable data type for each of the following fields:

Field Name	Data Type
Employee Number	
Surname	
NIC Number	
Date of Appointment	
Contract / Probation Period	
Basic Salary	
Maximum Overtime Hours	
Permanent Employee	

(08 marks)

- (c) **Explain** how queries can be useful for databases, by considering the above given data. (03 marks)  
(Total 15 marks)

### Question 03

The following image displays an extract from a Microsoft Excel spreadsheet containing sales carried out by employees of an electronic items company:

	A	B	C	D	E	F	G	H	I
1									
2		Employee Number	Name	Televisions	Refrigerators	Microwave Ovens	Total Sales Value (Rs.)	Sales Commission (Rs.)	Tax
3		E1001	A.B.C. Silva	10	20	14			
4		E1002	P.Q. Zubair	5	10	12			
5		E1003	G.K. Ganesh	7	6	15			
6									
7									
8			Item	Unit Price (Rs.)					
9			Television	60,000					
10			Refrigerator	100,000					
11			Microwave Oven	20,000					
12									
13									

- (a) **Identify** the formula for cell G3 which can be copied to cell G4 and G5 to give the appropriate values. You may assume that the total sales value is calculated by multiplying the no. of items sold under each category from unit price and adding them together.

*(For example, if 1 of each category was sold the total sales value would be Rs.180,000/-)*

**Note:** you need to use cell references, and not cell values. Also **State** the value that would be displayed at cell G3. (06 marks)

- (b) **Identify** the formula for cell H3 to calculate the Sales Commission for Employee E1001. You may assume that sales commission is calculated at 5% of total sales value if the total sales value exceeds Rs.200,000/- and 3% of total sales if it is equal or less than Rs.200,000/-. (03 marks)

- (c) A special income tax is charged on sales commission if it is above Rs.100,000/-. If the sales commission income is above Rs.100,000/-, it is taxed at the rate of 30%.

**Identify** the formula for cell I3 to calculate this tax for Employee E1001. (03 marks)

- (d) **Identify** the resulting value from each of the following functions, if the cell H6 in a worksheet contains the value 12,345.67.

(i) ROUND(H6,1)

(ii) ROUND (H6,-1)

(iii) ROUNDUP(H6,0)

(03 marks)  
(Total 15 marks)

## Question 04

Assume that you are the Manager - Examinations of an Educational Institute, which conducts examinations for a professional accounting qualification. You have received the following email from a student:

From:	siribiris.perera@gmail.com
To:	exams@institute.org
CC:	registration@institute.org
Subject:	Exemptions from Accounting subject
Message:	<p>Dear Sir / Madam,</p> <p>I registered with you and applied for the accounting qualification (stage I) examination in September 2018. I was informed by the institute that since I have got an "A" for accounting in my GCE A/L examination, I do not need to sit for the accounting paper in stage I. Can you please clarify and let me know whether I am eligible for this exemption? I appreciate if you can issue my admission card accordingly.</p> <p>Yours Truly,</p> <p><b>Siribiris Perera</b></p> <p>Reg. No. A12345</p> <p>PS. I'm sending herewith a copy of my GCE A/L results for verification.</p>
Signature Text:	Siribiris Perera Accounts Assistant, <b>ABC Finance</b> , Colombo,
Attachments:	GCELAL.PDF

You are also provided with the following information:

Contact details of the Educational Institute:

Institute of Professional Accountants, 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 reply to the message sent by the student. You may assume that according to the Educational institute’s email policy, all correspondences with students are supposed to be copied to the Manager - Student Affairs (studentaffairs.mgr@institute.org). You should write suitable information for the items (a) to (h) identified below in your answer booklet. 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 Mr. .... (e) .....</p> <p>Thank you for your email. We have checked your results and can confirm that you do not need to sit for the accounting paper in Stage I. You will receive your updated Admission card for Stage I via post shortly. A PDF copy of the admission card is attached herewith.</p> <p>If you need any further clarifications please contact me on my phone number below.</p> <p>Yours Truly,</p> <p>..... (f) .....</p>	(01 mark)
Signature Text:	..... (g) .....	(02 marks)
Attachments:	..... (h) .....	(02 marks)

(Total 15 marks)

### Question 05

- (a) Most web browsers available today have an option to open a new browsing window referred to as “Incognito Window”, “Private Window”, etc.
- Explain** the difference of such a window over a regular browsing window. (03 marks)
- (b) **Identify** the function performed by a reload / refresh option in a web browser. Give an example of a situation for which you might use this option. (03 marks)
- (c) VPN is an abbreviation used to denote a technology which is beneficial when connecting to the Internet.
- State** the meaning denoted by the term VPN and the purpose served by it. (03 marks)
- (d) “Some Internet or Mobile Banking sites can be accessed using measures other than regular user names and passwords”.
- State** whether you agree with this statement. Justify your answer. (03 marks)

- (e) Figures such as the one appearing alongside this question are popular in Newspapers and promotional leaflets. **Identify** the name given to these figures and **State** an example of their use.



(03 marks)  
(Total 15 marks)

### Question 06

Assume that you have been given the task of designing a leaflet for a business promotion. The following figure contains the final formatted leaflet:

**SALE**

**REEMIX**  
**Mid-Year Clearance Sale**

**50%** Discount for all TVs, Refrigerators,  
Washing Machines and Microwaves at  
the Reemix Showroom!

24 Month Installments  
available for ABC Credit Card.

Hurry Up offer until  
stocks last or until  
1<sup>st</sup> August 2018 Only

Visit us at:  
No. 5, Galle Road, Wellawatte.

Tel. +94-112-345678

Assuming no font type changes are performed, **Identify** the features in Microsoft Word that are used to convert each of the following elements of the above leaflet.

- (a) Change the image named "Sale" from the one given here.



(02 marks)

- (b) Change the appearance of the text "REEMIX Mid-Year Clearance Sale".

(02 marks)

- (c) Change the appearance and position of the text "50%".

(03 marks)

- (d) Change the appearance and position of the image from the one given here.



(03 marks)

- (e) Display the text "Hurry Up offer until stocks last or until 1<sup>st</sup> August 2018 Only" within a graphic.

(03 marks)

- (f) Change the appearance and position of the Telephone number.

(02 marks)

(Total 15 marks)

### Question 07

- (a) **Explain** the purpose served by the following features of Microsoft PowerPoint:

(i) Handout Master.

(ii) Ink Annotations / Start Inking.

(iii) Add-Ins.

(iv) Online Pictures.

(v) Play Narrations.

(vi) Insert Icons.

(02 marks each, 12 marks)

- (b) You have been asked to present about your tea export company to a foreign buyer visiting the company. Your presentation is available in a desktop computer in the board room of your company. After successfully opening the Powerpoint presentation file, your mouse movement fails suddenly and you find that you cannot move the mouse pointer. Assuming that there are no other computers or mice available.

**Explain** how you would start the presentation.

(03 marks)

(Total 15 marks)

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End of Section B