



Association of Accounting Technicians of Sri Lanka

July 2015 Examination

**Questions and Suggested Answers
Subject No : SS2**

**INFORMATION TECHNOLOGY SKILLS
(ITS)**

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THE ASSOCIATION OF ACCOUNTING TECHNICIANS OF SRI LANKA

EDUCATION AND TRAINING DIVISION

Examination - July 2015
(SS2) Information Technology Skills

SUGGESTED ANSWERS

SECTION – A

Answers to ALL questions are expected.

Suggested Answers to Question One:

<i>Question</i>	<i>Answer</i>
1.1	(4)
1.2	(1)
1.3	(4)
1.4	(1)
1.5	(3)
1.6	(1)
1.7	(1)
1.8	(1)
1.9	(2)
1.10	(2)
1.11	(1)
1.12	(1)
1.13	(2)
1.14	(2)
1.15	(4)
1.16	(3)
1.17	(4)
1.18	(3)
1.19	Firewall
1.20	shareware

End of Section A

Answers to ALL questions are expected.

Suggested Answers to Question Two:

- a) Identification of key field with reasons :
 Two alternative fields can be identified as the key field. (Employee_number or National_Id).
Among these two, the most suitable field is the Employee_Number.

Reasons:

1. Employee_number and the National_id are unique fields. (No repeating data).
2. They are not null (invalid). (Not empty and no absence of value).
3. Employee_number shows an order which is meaningful to the organization.

- b) Identification of suitable data-type

Field Name	Datatype
Employee_Number	Autonumber
Surname	Not required
OtherNames	Not required
Date_Of_Birth	Date/Time
Basic_Salary	Currency
National_Id	Text
Department	Text
Status	Yes/No

- c) Changes that can be made to make the process of data entry more efficient :-
 The departments field can be created as a lookup field where the four departments; Finance, Production, HRM and IT are stored in a separate table. This will enable easier data entry as the person entering has to select one.
- d) Kinds of table relationships :-
 One to One relationships
 One to Many relationships
 Many to Many relationships

Suggested Answers to Question Three:

- a) One has to create a PowerPoint show for this purpose.
Note: The method varies according to the MS Office Version. Some of them are as follows;

Steps: (For Office 2007).

- 1) Click the office button and select “Save As” option
- 2) Select “Power point Show” from the “save a copy of the document” sub menu.
- 3) Type a File Name and click the save button

Steps (For Office 2010)

- 1) Click “File” Menu.
- 2) Go to “Save As”
- 3) Select “PowerPoint Show” from the “Save As Type” option.
- 4) Type a File Name and click the save button

b) Function of the Slide Master and its benefits

A slide master is the top slide in a hierarchy of slides that stores information about the theme and slide layouts of a presentation, including the background, color, fonts, effects, placeholder sizes, and positioning.

Benefits

- You can implement universal style and make universal style changes to every slide in your presentation. The changes will apply to each and every newly added slide as well.
- Saves the time taken to create and modify the presentation.

c) Differentiation of Slide Transition from animation

Slide Transitions control how your presentation moves from one slide to the next.

Slide animation animates the objects in the slide. Animations control how objects move onto, off of, and around your slides.

Suggested Answers to Question Four:

Identification of appropriate functions;

- (a) =SUM(B3: E3) or = SUM(B3,C3,D3,E3)
- (b) =MAX(B3: B9)
- (c) =MIN (C3:C9)
- (d) =AVERAGE(D3: D9)
- (e) =AVERAGEIF(C3:C9,“>0”)
- (f) Identification of steps
 - a. Select the data list.
 - b. Go to Data Ribbon and then go to “Sort and Filter” chunk/group.
 - c. Click “sort”
 - d. Select “Total Marks” as the sort by column and “smallest to largest” for the order.
 - e. Click “OK “ to process the sorting

Suggested Answers to Question Five:

- (a) Advantages of Internet Banking over the traditional banking: Any three (03) of the following;
1. It is available all the time 24x7. Customer can perform his/her tasks at any time; even at night when the bank is closed or on holidays. The only thing he/she needs to have is an active internet connection.
 2. Customer can access his/her account from virtually anywhere.
 3. It is fast and efficient. Funds get transferred from one account to the other very fast.
 4. Customer can also manage several accounts easily through internet banking.
 5. No need for printed statements or to store them, as historical transaction information can be accessed on demand.
- (b) Precautions before changing the password;
1. First of all, the accuracy and the validity of the sender's email address must be checked to make sure that it is not a spam mail or a phishing email.
 2. The link needs to be checked properly to ensure that it displays the bank website URL correctly. (Need to ensure that you are not connected to a phishing /fake website).
 3. We also need to ensure that the web browser in which the hyperlinked page will be opened is secured via the necessary security updates to support data encryption.
- (c) Data items to be provided for online purchase using credit card: Any three (03) of the following
1. Credit card Number
 2. Security Code / CVV2/CVC2 Number
 3. Card Expiry Date
 4. Card Holder's name
- (d) Advantages of buying through internet:- Any three (03) of the following;
1. No checkout queues
 2. You can shop anywhere in the world
 3. Shopping can be done at any time. The market is available 24 x 7.
 4. Reduced prices due to lesser involvement of the intermediaries.
 5. Wide selections and access to lots of information about the product, customer feedbacks etc.

Suggested Answers to Question Six:

- (a) Communicating information through email;
- 1 vsingh@indiatea.in
 - 2 ng@indiantea.in
 - 3 md@lankajintea.lk
 - 4 Outstanding payments due
 - 5 Mr. Virat Singh
 - 6 John Sebastian

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- 7 John Sebastian, Accountant, Lankajin Tea Exporters (Pvt) Ltd.: No. 100, Thimbirigasyaya Road, Colombo 05, Sri Lanka. Tel. / Fax. +94-11-2339449
- 8 INVOICE20150201A.docx

- (b) Advantages of email over Traditional mail:- Any three (03) of the following;
1. E-mail is easy. Just you can send your electronic messages without getting printouts, envelopes and stamps.
 2. Email delivers message within seconds while traditional postal service takes time.
 3. E-mail is cheap. Outside of your normal online connection charges, Internet e-mail costs precisely nothing.
 4. Same email message can be sent to multiple people at once and within seconds almost at the cost of a single email
 5. E-mail messages are easily stored. Because they're electronic, saving an e-mail message you've received (and calling it back up again later on) is simple.
 6. You can request proof of receipt or proof of the e-mail being opened.
 7. Messages can be encrypted making it possible to send confidential information.

Suggested Answers to Question Seven:

- (a) Word Processing features to be used;
Type the "To" label and use the tab key to move to the position that you need to type "Ship to" label
- Or**
- Use the ruler to set the appropriate **tab** stops for "Ship to" label position. Type "To" and then press the tab key only once to move to the "Ship to" label position. Then type "ship to".
- Or**
- One can divide this area to two columns of equal column width by using Page Layout → column option. Then type the appropriate text on the first lines of both columns.
- (b) Use the ruler and the tab selector; insert a right aligned tab to the ruler at the position where the text should be sent. (Right most edge of the ruler within the text boundary).
This can be applied If, and only if, both the left side text and the right side text are in the same lines
- Or**
- Via inserting a text box, setting its outline boarder to "no" and making the text to right aligned
- Or**
- By applying the column formatting this can be accomplished.
- (c) Go to Page Layout ribbon → Page Background → Watermark → Select Confidential 1

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- (d) Go to Insert → Table → Select a table with four columns and six rows.
Type the column headings in the first row and make their text alignment to “Center” from the layout ribbon of the table tools ribbon.
 - (e) Merge the necessary cells (if any). Then type text “Payment Instructions” . Then go to Table Tools → Layout → Alignment and click the text direction icon twice.
 - (f) Click just after the close bracket, go to References → Footnote. Click Insert footnote icon.
 - (g) Insert the table and type the text as seen in the image. Then Go to table Tools → Design → shading. Select an appropriate grey color from the “theme colors”



End of Section B