



Association of Accounting Technicians of Sri Lanka

January 2016 Examination

**Questions and 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
EDUCATION AND TRAINING DIVISION

January 2016 Examination
(SS2) Information Technology Skills

SUGGESTED ANSWERS

SECTION – A

Objective Test Questions (OTQs)

All twenty questions of this section to be answered.

(Total 40 marks)

Question One:

| <i>Question</i> | <i>Answer</i> |
|-----------------|---------------|
| 1.1 | 3 |
| 1.2 | 1 |
| 1.3 | 3 |
| 1.4 | 4 |
| 1.5 | 2 |
| 1.6 | 4 |
| 1.7 | 3 |
| 1.8 | 1 |
| 1.9 | 2 |
| 1.10 | 3 |
| 1.11 | Key Filed |
| 1.12 | Function |
| 1.13 | Unsubscribe |
| 1.14 | Symbol |
| 1.15 | B |
| 1.16 | False |
| 1.17 | True |
| 1.18 | False |
| 1.19 | False |
| 1.20 | True |

End of Section A

**Any four (04) questions out of six (06) are to be answered.
(Total 60 marks)**

Suggested Answers to Question Two:

a) Add-ins are additional programs that add custom commands or custom features to Microsoft Office PowerPoint. They can be downloaded from office online, third party vendor websites or can be developed on your own.

b) Function performed by the Rehearse timings option :

This enables you to run through your presentation in Slide Show view and record the time each slide takes. Then, use the timings to run the show automatically, either to help you rehearse or for a self-running show.

Why it is beneficial:

You can rehearse your presentation to make sure that it fits within a certain time frame.

c) Normal View : Normal view is the main editing view, where you write and design your presentations. Normal view has four working areas; Outline Tab, Slides Tab, Slide pane and Notes pane.

Slide Show view : Use Slide Show view to deliver your presentation to your audience. Slide show view occupies the full computer screen, exactly the way your presentation will look on a big screen when your audience sees it. You can see how your graphics, timings, movies, animated effects and transition effects will look during the actual presentation.

Slide Sorter View : Slide Sorter view gives you a view of your slides in thumbnail form. This view makes it easy for you to sort and organize the sequence of your slides as you create your presentation and then also as you prepare your presentation for printing.

d) Option 01 : Create a “Package for CD” by publishing the power point presentation. Burn it to a CD and bring to the board room.

Option 02 : Publish the presentation as a PDF file and take it to the board room. (It is assumed that the computer in the board room has a PDF viewer software such as Adobe Acrobat Reader.)

Option 03 : Save your presentation as a set of images and copy the images to the flash drive and open them using the boardroom PC.

Option 04 : Create a video using the creative a video option in Powerpoint.

Option 05 : Create an executable version of the slideshow using a third party software downloaded from the internet.

Suggested Answers to Question Three:

A.

- a. Column Chart/ Clustered Column Chart
- b. 2D Line Chart
- c. Pie Chart / Pie of Pie Chart
- d. Scatter Diagrams
- e. 2D Area Charts

B.

| Cell | Formula/Function |
|------|---|
| F5 | =IF(B5>1600,20000,0) |
| G5 | =(14-C5)*1500 or IF(C5>14,0,(14-C5)*1500) |
| H5 | =F5+G5 |
| I5 | =IF(E5>3,(E5-3)*0.1,0) |
| J5 | =IF(H5*(1+I5)>45000,45000,H5*(1+I5)) |

Suggested Answers to Question Four:

a) Advantages of online shop (Advantages of opening an internet book store over starting a traditional bookstore.)

1. Physical brick-and-mortar stores are restricted by space limitations and budgets, but an online bookstore does not have these restrictions, and offers a huge variety of Books.
2. Physical brick-and-mortar stores are restricted to particular geographical areas where they are in operation. Internet book stores can be accessed by the people in the entire world. Therefore, the market expansion becomes easy than of the traditional bookstores.
3. Cost of implementation and operation is low when compared with those of the traditional book stores.
4. Customer can be provided with more information such as access to user comments, reviews, and facility to provide feedbacks. These will add value to the customer and cannot be easily provided by the traditional book stores.
5. An Internet Bookstore need not keep high stock levels.

b) Disadvantages of online shop (Disadvantages of opening an internet book store over starting a traditional bookstore.)

1. The market will be restricted to those who have access to internet and willing to pay by using electronic payment methods such as credit cards.
2. Need to involve tasks such as shipping and handling of tax and import/export regulations (when necessary) in addition to selling the book.

-
3. The management has to take the necessary measure to protect the online resources from the threats such as hackers, viruses, DOS attacks and disasters that may happen, in addition to their management functions.
 4. A failure of the website / information system will discontinue the business operation.
 5. Returning books is complicated for customer and bookshop.
- c)
1. www.amazon.com
 2. www.barnesandnoble.com
- d)
- He can accept payments in many ways including
- a. Credit Cards
 - b. Debit Cards
 - c. Electronic money such as Ez Cash, M Cash
 - d. Digital accounts such as paypal, billpoint
- e)
- Create a Facebook fan page and carryout promotions
Create Facebook group and invite friends to join
Using Facebook Adverts to raise awareness stay connected and drive sales.

Suggested Answers to Question Five:

- a) Click the Menu Options > Insert > **WordArt** > Select Appropriate design
Select the WordArt > Click format tab > Select Text Effects and select the appropriate design.
- b) Click Insert > Picture > Select the Image on the Hard Disk
Select the image > Click format Tab > Select Crop and **crop the image** as appropriate.
- c) Create a **textbox** and enter the appropriate text. Select the textbox > Click format > Click Text Effects > **3D rotation** > Select appropriate rotation.
- d) Click Insert > Shapes > Oval **callout** > Enter the text > Position the callout as appropriate.
- e) Create a **textbox** and enter the appropriate text. Select the textbox > Click Format > Change **Fill Color**
- f) Move the cursors / mouse pointer to just after 50% off text, select references > **Insert footnote** and insert the text “if you pay by credit card maximum discount would be 30%.” at the footnote.
- g) Select the lines containing company name and address, Click **Align Right Text** icon or press CTRL-R

Suggested Answers to Question Six:

a)

| Section | Value |
|---------|---|
| 1 | nsilva@liontea.lk |
| 2 | rmuralitharan@liontea.lk, ohussain@liontea.lk |
| 3 | |
| 4 | Welcome to Lion Tea or Introducing company email rules |
| 5 | Ms.Nalani Silva / Ms. Silva / Ms. Nilani |
| 6 | Sepala Perera |
| 7 | Sepala Perera, Systems Administrator, Lion Tea (Pvt) Ltd, No. 540, Thimbirigasyaya Road, Narahenpita, Colombo 05, Sri Lanka. Contact : +94-11-2559900 Extension 1234 Mobile : +94-77-1001000 |
| 8 | EmailRules.DOC HowToChangePassword.DOC or DOCX |

b) Difference between clients from the.

| Web based email | standalone email clients |
|--|--|
| can be accessed via web browser | Cannot be accessed via web browser. A email client software must be used. |
| Need to be connected to the internet to use. | No need to connect to the internet at the very moment we use the standalone email client. Once the connection is established, synchronizing is occurred with the email server. |
| Examples : Gmail, Yahooemail, facebook Mail | Examples : MS Outlook, Thunderbird, Apple Mail, Pegasus Mail |

Suggested Answers to Question Seven:

- a) Most suitable field for key field : Universal Product Code

Reasons :

This number is not getting duplicated. (this is unique for each product)

This is not empty and not null.

- b)

| Field Name | Data Type |
|-----------------------------|------------------|
| Product Type | Text |
| Product Name | Text |
| Supplier | Text |
| Weight | Numeric |
| Universal Product Code | Text or Numeric |
| Expiry Date | Date/Time |
| Sales Price | Currency |
| 5% Discount for Card Holder | Yes/No |

- c) The Product Type field can be created as a lookup field, where the four Products - Milk, Butter, Cheese and Yoghurt are stored in a separate table. This will enable easier data entry as the person entering has to select one value out of the four. Otherwise keyboard entry can introduce spelling mistakes, as well as take-up time to enter data.
Validate using 4 possible options can be correct.

- d) A validation Rule can be introduced to limit the data being entered into this field. It could be much like this:
“Is Null OR between 100 and 5,000”. Alternatively is Null or ≥ 100 and $\leq 5,000$.
Omitting is Null is fine as no null values in the given date set.

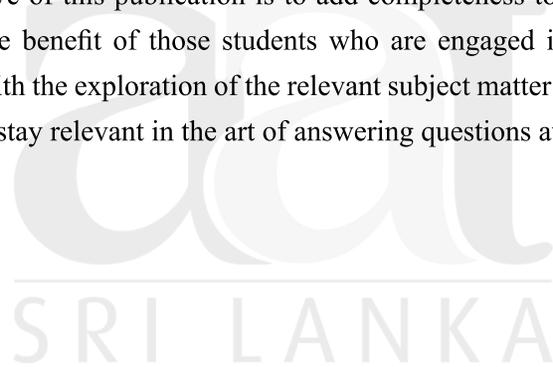
End of Section B

Notice :

These answers compiled 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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