



Association of Accounting Technicians of Sri Lanka

July 2017 Examination

**Questions and Suggested Answers
(SS2)**

**INFORMATION TECHNOLOGY SKILLS
(ITS)**

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THE ASSOCIATION OF ACCOUNTING TECHNICIANS OF SRI LANKA

EDUCATION AND TRAINING DIVISION

**July 2017 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	2
1.2	2
1.3	3
1.4	3
1.5	2
1.6	1
1.7	3
1.8	2
1.9	2
1.10	3
1.11	Workbook
1.12	Data Validation
1.13	MS SQL
1.14	Top Level Domain
1.15	OLE Object
1.16	True
1.17	False
1.18	True
1.19	False
1.20	False

(02 marks each, Total 40 marks)

End of Section A

Answer any four (04) questions only.

(Total 60 marks)

Suggested Answers to Question Two:

(a)

- (i) Most suitable field for the key field : Account Number **(02 marks)**
- (ii) Reasons : Account Number is unique for each and every fixed deposit that is opened. There must be an account number for each account and this cannot be get duplicated. NIC number cannot be considered as this can be get duplicated when a person opens more than one fixed deposit account. **(02 marks)**

(b)

Field Name	Data Type
Account Number	Short Text
Surname	Short Text
NIC Number	Short Text
Start Date	Date/Time
Term	Number
Amount (Rs.)	Currency
Interest Rate (%)	Number
Priority Banking Customer	Yes/No

(08 marks)

- (c) - End users
- Database Administrators
- Application Programmers

(03 marks)

(Total 15 marks)

Suggested Answers to Question Three:

- (a) (i) **Sections :** Sections allow us to divide a presentation into two or more groups of slides. Sections are designed to be used with large presentations that contain a large number of slides that can easily be grouped into logical groupings.
- (ii) **Themes :** A theme is a palette of colors, fonts, and special effects (like shadows, reflections, 3-D effects, and more) that complement one another. A skilled designer created each theme in PowerPoint. Themes can also be applied to tables, SmartArt graphics, shapes, or charts in the slides.
- (iii) **Transitions:** Transitions define how PowerPoint slides or pictures change from one to the next. Using transitions makes your PowerPoint presentation more visually interesting. You

can also make sound effects accompany your transitions. A transition can be as simple as fading to the next slide or as flashy as an eye-catching effect.

- (iv) **Animations :** In PowerPoint, you can animate text and objects such as clip art, shapes, and pictures with in the slide using the animation facility. The relevant tools & options are available in the animations ribbon.. Animation—or movement—on the slide can be used to draw the audience’s attention to specific content or to make the slide easier to read.
- (v) **Macros:** Macros help you speed up and simplify processes in PowerPoint. Using VBA in PowerPoint, you can automate recurring steps and even enhance the capabilities of the slide show, saving your time while boosting the depth, richness and appeal of your presentation.
- (vi) **Slide Master:** When you want all your slides to contain the same fonts and images (such as logos), you can make those changes in one place—the Slide Master, and they’ll be applied to all your slides.

(12 marks)

- (b) In Microsoft Powerpoint 2016, using the Present Online Feature it is possible to connect the presentation to the Office Presentation Service and broadcast it. Each visitor can access the website using Internet access (link provided by Powerpoint) and view the presentation as you click.

Alternative Answer

Use a screen broadcast / Remote Desktop Servive (such as Team Viewer) to broadcast the desktop to others.

- If a presentation with timing can be prepared and shared via email or file share.
- If that the Powerpoint file can be shared on the internet / emailed etc ONLY.

(03 marks)

(Total 15 marks)

Suggested Answers to Question Four:

- (a) =MAX(B2:B8) *(02 marks)*
- (b) =MIN(B2:B8) *(02 marks)*
- (c) =AVERAGE(B2:B8) *(02 marks)*
- (d) =VLOOKUP(MAX(B2:B8),B2:D8,3,0) *(04 marks)*
- (e) =COUNTIF(C2:C8,“Passed”) or =COUNTIF(C2:C8,\$C\$2) *(03 marks)*
- (f) =COUNT(C2:C8) *(02 marks)*

(Total 15 marks)

Suggested Answers to Question Five:

- (a) Mozilla Firefox, Google Chrome, Internet Explorer **(03 marks)**
- (b) (i) **Home:** The Home button is used to return users to their default web page; the same page that loads when the browser is first opened.
- (ii) **Back:** The back button visits the previous page that referred you to the page you are currently viewing.
- (iii) **Reload :** Reloads the web page from the web server but not from the local cached content.
- (iv) **Bookmarks :** This folder stores websites or pages chosen by the user.
- (v) **Private Window / Incognito Window :** Keep refrain from saving user's web browsing information on the computer. If you're concerned about your privacy and security, especially when using a public or shared computer, browsing in an incognito window is recommended.
- (vi) **Addons / Extensions :** An Add-on or an Extensions means a plug-in that extends the functionality of a web browser.

(12 marks)

Suggested Answers to Question Six:

To:	hhirakawa@hitachi.co.jp	
CC:	jayalath@gmail.com	
BCC:	ceo@iplastics.lk	
Subject:	New plastic molding machine for Imperial Plastics	
Dear Mr. Hideki Hirakawa, I refer to my previous email on 2017.06.01. Kindly provide us an estimate for the design attached. The technical specifications for the design is also enclosed in the same image. Your quotation should also mention the financial terms, warranty and maintenance schedule for the device as well. Thanking you, Yours truly, Sashini Egodage		
Signature	Sashini Egodage - Accountant	
Text	Imperial Plastics (Pvt) Ltd., No. 220, Thimbirigasyaya Road, Narahenpita, Colombo 05, Sri Lanka Tel./Fax. +94-11-2559600	
Attachment	C:\Images\Design2017.jpg	

(Total 15 marks)

Suggested Answers to Question Seven:

- (a) (i) **Thesaurus** : Using the thesaurus, you can look up synonyms (different words with the same meaning) and antonyms (words with the opposite meaning).
- (ii) **Track Changes** : When you want to see who's been making changes to your document, turn on the Track Changes feature. When you turn off Track Changes, Word stops marking up new changes. Any changes that were already tracked remain marked up in the document until you remove them.
- (iii) **Table of contents**: One of the most common features of professional documents is the table of contents (TOC). Microsoft Word makes the creation of a TOC easier by allowing you the option of creating a TOC without using styles and by allowing you to mark a single word or group of words in a particular body of text and add that information to the TOC.
- (iv) **Page break** : Word automatically inserts a page break at the end of each page when you create a document. You can manually add a page break somewhere else in your document. Once you add a page break, the insertion point is moved to a new page and the formatting of the previous page will continue in the new page.
- (v) **Watermark** : Watermarks are text or pictures placed behind the text in your document. You can add text watermarks, such as Draft or Confidential, to your document. Word has a gallery of watermarks to choose from, or you can create your own custom watermark, such as a company logo for your document.
- (vi) **Themes**: You can quickly and easily give your document a professional look by applying a document theme. A theme is a set of formatting choices that include a set of theme colors, a set of theme fonts (including heading and body text fonts), and a set of theme effects (including lines and fill effects). Themes are a great way to change the tone of your entire document quickly and easily.

(02 marks each, Total 12 marks)

- (b) The SmartArt graphic is a visual representation of information that can be quickly and easily created by choosing from among many different layouts, to effectively communicate messages or ideas.

WordArt is a quick way to make text stand out with special effects. A WordArt style can be picked from the WordArt gallery.

This deals exclusively with characters. No graphics other than those in Unicode can be represented.

(03 marks)

(Total 15 marks)

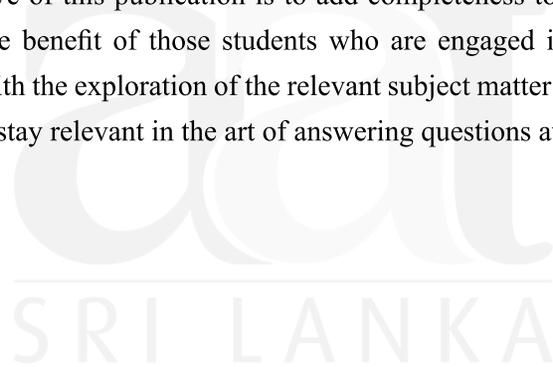
End of Section B

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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