



**Association of Accounting Technicians of Sri Lanka**

**July 2018 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

**July 2018 Examination  
(SS2) Information Technology Skills**

**SUGGESTED ANSWERS**

**SECTION – A**

**Objective Test Questions (OTQs)**

Answer ALL questions

*Suggested Answers to Question One:*

<i>Question</i>	<i>Answer</i>
1.1	3
1.2	3
1.3	3
1.4	4
1.5	2
1.6	2
1.7	1
1.8	3
1.9	2
1.10	1
1.11	CC
1.12	HTTP
1.13	C
1.14	Rehearse Timing
1.15	Smart Art
1.16	Object
1.17	True
1.18	False
1.19	False
1.20	True

*(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) Key field - Employee Number, NIC Number **(02 marks)**  
 (ii) as they contain unique data pertaining to employees

**(02 marks)**

(b)

<b>Field Name</b>	<b>Data Type</b>
Employee Number	Short Text
Surname	Short Text
NIC Number	Short Text
Date of Appointment	Date & Time
Contract / Probation Period	Number
Basic Salary	Currency
Maximum Overtime Hours	Number
Permanent Employee	Yes/No

**(08 marks)**

- (c) Queries are used to request for data results, and for action on data. In the given example dataset, you can use a query to answer a simple question such as to find the total number of overtime hours by permanent staff members or the contract employees who earn more than Rs. 50,000/-

**(03 marks)**

**(Total 15 marks)**

***Suggested Answers to Question Three:***

- (a) =D3\*\$D\$9+E3\*\$D\$10+F3\*\$D\$11 Value is 2,880,000 **(06 marks)**

- (b) =IF(G3>200000,G3\*0.05,G3\*0.03) **(03 marks)**

- (c) =ROUND(IF(H3>100000,(H3-100000)\*0.3),-3) **OR**  
 =IF(H3>100000,(H3-100000)\*0.3),0) **(03 marks)**

- 
- (d) i. ROUND(H6,1) 12,345.70  
ii. ROUND(H6,-1) 12,350.00  
iii. ROUNDUP(H6,0) 12,346.00

(03 marks)  
(Total 15 marks)

***Suggested Answers to Question Four:***

- (a) exams@institute.org (02 marks)  
(b) siribiris.perera@gmail.com (02 marks)  
(c) studentaffairs.mgr@institute.org (02 marks)  
(d) Re: Exemptions from Accounting subject (02 marks)  
(e) Siribiris Perera (01 marks)  
(f) Manager-Examinations (02 marks)  
(g) Manager-Examinations  
Institute of Professional Accountants,  
No. 15, High Level Road,  
Nugegoda.  
Tel. / Fax. +94 112 345 678. (02 marks)  
(h) Admission\_card.pdf **OR**  
Any file name with a PDF extension (02 marks)

(Total 15 marks)

***Suggested Answers to Question Five:***

- (a) In a private browsing window, the browsing history and the web cache is disabled. This allows a person to browse the Web without storing local data that could be retrieved at a later date. In a regular browsing window, the users activity is tracked, although it can be removed manually by a user.  
(03 marks)
- (b) This function allows to load the latest version of the web page from the webserver. Example is to see the latest score of a live scoreboard of a sports event, or live election results webpage.  
(03 marks)

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- (c) VPN refers to Virtual Private Network. It can be used to connect to a private network using public network connection such as the internet. It may also be used (not with certainty) to connect to sites which are blocked by internet regulators using a different route.

*(03 marks)*

- (d) Yes,

Some Internet Banking sites use special digital keys (which generate passwords) or mobile apps which can be logged on using fingerprints.

*(03 marks)*

- (e) This is a QR Code / 2D Barcode. They are used for purposes such as enabling websites to be accessed without typing (by scanning the code) using a mobile phone camera. QR codes can also be read from special barcode readers.

*(03 marks)*

*(Total 15 marks)*

### ***Suggested Answers to Question Six:***

- (a) Select the SALE image and use the Crop Tool in Format Tab, Rotate image

*(02 marks)*

- (b) Select the text and enter using Word Art and Center it (CTRL + E)

*(02 marks)*

- (c) Select the Text and perform DropCap (Insert Tab)

*(03 marks)*

- (d) Insert the image, Enlarge it and add a text box with the text

(24 months Installments available for ABC Credit Card)

*(03 marks)*

- (e) Insert Shapes > Stars and Banners > Insert Text Box with the text

(Hurry Up offer until stocks last or until 1st August 2018 Only)

*(03 marks)*

- (f) Insert Telephone number text and Right Align it (CTRL + R)

*(02 marks)*

*(Total 15 marks)*

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### ***Suggested Answers to Question Seven:***

(a)

i. **Handout Master:**

You can use the Handout Master tab to edit the appearance of presentation handouts, including the layout, headers and footers and background. Changes made to the handout master appear on all pages of the printed handout.

ii. **Ink Annotations / Start Inking:**

Ink annotations are free-hand scribbles. Ink Annotations can be done anywhere on the presentation and are not stored as a picture.

iii. **Add-Ins:**

An Add-In is a file (usually with an .xla or .xll extension) that PowerPoint can load when it starts up. The file contains code (VBA in the case of an .xla Add-In) that adds additional functionality to PowerPoint.

iv. **Online Pictures:**

This feature allows one to insert a picture directly from a website, rather than save it as a separate file in your computer and insert it.

v. **Play Narrations:**

This feature allows you to add either voice or music to slides and enables it automatic playing during a presentation.

vi. **Insert Icons:**

Icons are small graphics which can be inserted into PowerPoint slides. Using this feature these inbuilt icons can be used in your slides (without the need for downloading them)

*(02 marks each, Total 12 marks)*

(b) To start the presentation, press F5 or ALT+S followed by B.

*(03 marks)*

*(Total 15 marks)*

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***End of Section B***

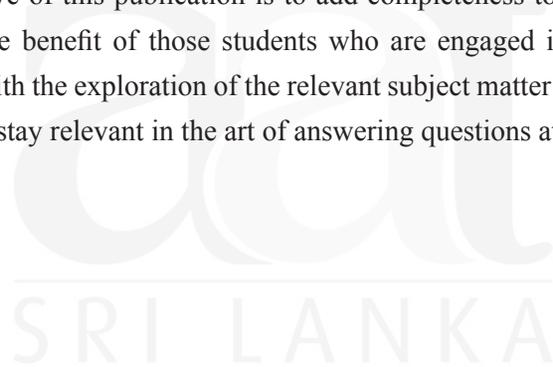
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***Notice :***

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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