



ASSOCIATION OF ACCOUNTING TECHNICIANS OF SRI LANKA

TALENT (SKILLS) CAPSTONE - JULY 2016

(SS2) INFORMATION TECHNOLOGY SKILLS

- **Instructions to candidates** (Please Read Carefully):

- (1) **Time allowed:** Reading - 15 minutes  
Writing - 03 hours

23-07-2016  
Afternoon  
[1.45 – 5.00]

- (2) **Structure of Question Paper and the Marks Allocation:**

| Section            | Requirement                              | Marks      |
|--------------------|--|------------|
| A                  | All questions are compulsory.            | 40         |
| B                  | Only four out of six should be answered. | 60         |
| <b>Total Marks</b> |  | <b>100</b> |

No. of Pages : 09  
No. of Questions : 07

- (3) **Answers** should be in the **medium** applied for, in the **booklets** provided.

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**SECTION A**

**Objective Test Questions (OTQs)**

Twenty (20) compulsory questions

(Total 40 marks)

**Question 01**

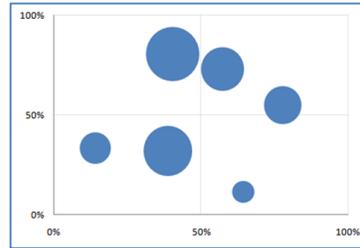
Select the most correct answer for question No. **1.1** to **1.10**. Write the number of the selected answer in your answer booklet with the number assigned to the question.

- 1.1** Which one of the following can be considered as a disadvantage of using a database management system (DBMS)?
- (1) Inconsistencies in data are increased.
  - (2) End user productivity decreases.
  - (3) Data sharing is impossible.
  - (4) Increased costs over previous data management approaches.

**1.2** The names of charts given below are:



**Image - 1**



**Image - 2**

- (1) Pie Chart and Circle Chart respectively.
- (2) Doughnut Chart and Bubble Chart respectively.
- (3) Circle Chart and Pie Chart respectively.
- (4) Gantt Chart and Dot Chart respectively.

**1.3** Gnumeric is an example for which of the following category of software?

- (1) Spreadsheet Software.
- (2) Database Management System specializing in numeric characters.
- (3) Disk Formatting Utility.
- (4) Website for converting currencies.

**1.4** The correct statement pertaining to the address book facility used in Microsoft Outlook is:

- (1) It can be used to store contact details of anyone with or without email addresses.
- (2) It can be used to find public telephone numbers.
- (3) The email addresses of all e-mails received are always automatically stored in it.
- (4) We can search for email addresses of anyone using email facility worldwide.

**1.5** IPTV is one of the relatively new services available on the Internet. IPTV refers to:

- (1) Intellectual Property Technology Version.
- (2) Information Provider To Vehicles.
- (3) Internet Protocol Television.
- (4) Instant Picture Transfer Visit.

**1.6** Office 365 is:

- (1) a Free Open Source alternative to Microsoft Office.
- (2) a software used to create online stores.
- (3) a software license which is valid for 365 days.
- (4) a web browser based Subscription Office productivity solution.

**1.7** The purpose served by using the slide libraries feature on Microsoft PowerPoint is to permit:

- (1) access to PowerPoint slides stored in public libraries on the Internet.
- (2) reuse by anyone who can access the slide library.
- (3) a presentation to be saved into a PDF document.
- (4) inserting data and charts from public libraries on the Internet into any presentation.

**1.8** The facility in Microsoft Word used to edit the *Image - 1* and convert it to *Image - 2* is called as:



*Image - 1*



*Image - 2*

- (1) Recolor.            (2) Crop.            (3) Compress.            (4) Reset.

**1.9** Of the following activities, which can be considered as the one engaged in ethically acceptable use of IT systems?

- (1) Use of official e-mail for personal matters.
- (2) Non-work related web browsing.
- (3) Updating the Microsoft Office 2013 Software in your office desktop PC.
- (4) Running a Peer to Peer file Sharing program in your office desktop PC.

**1.10** Which one of the following Acts passed by the Parliament of Sri Lanka criminalizes attempts at unauthorized access to computers?

- (1) Payment Devices Frauds Act No. 30 of 2006.
- (2) Intellectual Property Act No. 36 of 2003.
- (3) Computer Crimes Act No. 24 of 2007.
- (4) Finance Act No. 11 of 2006.

Select the suitable word from the words given within brackets to fill the blanks in question No. **1.11** to **1.15**. Write the selected word in your answer booklet with the number assigned to the question:

- 1.11** Using a form in a Database Management System is a convenient way to view all the fields of a single ..... (File / Record).
- 1.12** The ..... (ROW / ROWS) function available in Microsoft Excel can return the row number of a reference.
- 1.13** Microsoft Outlook performs the role of ..... (a Personal Information Manager / an E-mail Server).
- 1.14** When transferring personal information such as a credit card number using a web browser, we need to check whether the protocol used is ..... (HTTP / HTTPS).
- 1.15** Biometric identification is recommended for ..... (High-security and Low-traffic / Low-security and High-traffic) entrance control.

State whether each of the following statements from question No. **1.16** to **1.20** is **True** or **False**. Write the selected answer (True/False) in your answer booklet with the number assigned to the question.

- 1.16** Demand for Cloud based ERP solutions has declined during the past five years due to increased use of smart phones.
- 1.17** MySQL is a Database Management System maintained and sold by Microsoft Corporation.
- 1.18** A PowerPoint presentation can be set up to be shown as a self-running presentation.
- 1.19** To embed a Shockwave Flash object into a PowerPoint presentation, the only method possible is to create a hyperlink to the flash file location.
- 1.20** To get help when using Microsoft Word, we can press the F1 key.

(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

**Topbooks** is soon to be opened as a bookstore. An extract from their list of books is given below: The company is planning to store the list of books in a computer database.

| Book Category | Book Name               | Publisher / Distributor | ISBN Code     | Date of Publishing | Stock in Hand | Sales Price (Rs.) | 5% Discount for Card Holder |
|---------------|-------------------------|-------------------------|---------------|--------------------|---------------|-------------------|-----------------------------|
| Fiction       | 1984                    | Book One Ltd.           | 9780141182957 | 21.05.2015         | 5             | 800.00            | No                          |
| Travel        | Discover Germany        | Book Land Ltd.          | 9781741799996 | 16.02.2015         | 1             | 500.00            | No                          |
| History       | The Second World War    | Rocket Books Ltd.       | 9780316023757 | 11.10.2015         | 3             | 1,000.00          | Yes                         |
| Children's    | The Wind in the Willows | Book One Ltd.           | 9780670899142 | 22.07.2015         | 4             | 550.00            | No                          |
| Health        | Food Rules              | Book Land Ltd.          | 9780393081084 | 11.01.2015         | 6             | 1,200.00          | Yes                         |
| Children's    | Treasure Island         | Book Land Ltd.          | 9780749812140 | 09.09.2015         | 4             | 650.00            | No                          |
| Travel        | Discover Japan          | Book Land Ltd.          | 9781742200989 | 01.01.2015         | 6             | 500.00            | No                          |
| History       | World War 1             | Rocket Books Ltd.       | 9780375700453 | 01.03.2015         | 2             | 1,000.00          | Yes                         |

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

- (a) **State** the most suitable field to be considered as the key field out of the above fields. (02 marks)
- (b) **Identify** the most suitable data types for each of the following fields:

| Field Name                  | Data Type |
|-----------------------------|-----------|
| Book Category               |           |
| Book Name                   |           |
| Publisher / Distributor     |           |
| ISBN Code                   |           |
| Date of Publishing          |           |
| Stock in Hand               |           |
| Sales Price                 |           |
| 5% Discount for Card Holder |           |

(08 marks)

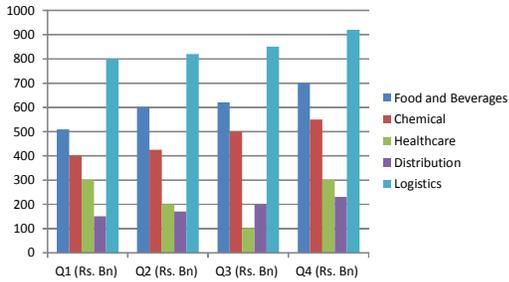
- (c) Assuming that there are only three(03) publishers / distributors, **explain** any changes that can be made to the table structure to make the process of data entry more efficient. (02 marks)
- (d) The management of the **Topbooks** requires a monthly report of the books in stock. Assuming that Microsoft Access is used, **explain** the procedure involved in creating the report. (03 marks)

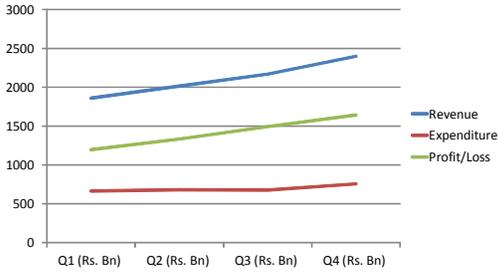
(Total 15 Marks)

## Question 03

A student has created a presentation to present the annual report of a reputed company. The slides numbered 1-6 below are an extract from this presentation.

|   |  |
|---|--|
| <p>Annual Report 2015</p>  <p>Hypothesis International</p> | <p>Products and Services</p> <ul style="list-style-type: none"> <li>★ Food and Beverages</li> <li>★ Chemical</li> <li>★ Healthcare</li> <li>★ Distribution</li> <li>★ Logistics</li> </ul> |
| 1   | 2  |

| <p>Quarterly Revenue: 2015</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Q1 (Rs. Bn)</th> <th>Q2 (Rs. Bn)</th> <th>Q3 (Rs. Bn)</th> <th>Q4 (Rs. Bn)</th> </tr> </thead> <tbody> <tr> <td>Food and Beverages</td> <td>510</td> <td>600</td> <td>620</td> <td>700</td> </tr> <tr> <td>Chemical</td> <td>400</td> <td>425</td> <td>500</td> <td>550</td> </tr> <tr> <td>Healthcare</td> <td>300</td> <td>200</td> <td>100</td> <td>300</td> </tr> <tr> <td>Distribution</td> <td>150</td> <td>170</td> <td>200</td> <td>230</td> </tr> <tr> <td>Logistics</td> <td>800</td> <td>820</td> <td>850</td> <td>920</td> </tr> <tr> <td>Total</td> <td>2160</td> <td>2215</td> <td>2270</td> <td>2700</td> </tr> </tbody> </table> | Category    | Q1 (Rs. Bn) | Q2 (Rs. Bn) | Q3 (Rs. Bn) | Q4 (Rs. Bn) | Food and Beverages | 510 | 600 | 620 | 700 | Chemical | 400 | 425 | 500 | 550 | Healthcare | 300 | 200 | 100 | 300 | Distribution | 150 | 170 | 200 | 230 | Logistics | 800 | 820 | 850 | 920 | Total | 2160 | 2215 | 2270 | 2700 | <p>Quarterly Revenue: 2015</p>  |
|---|-------------|-------------|-------------|-------------|-------------|--------------------|-----|-----|-----|-----|----------|-----|-----|-----|-----|------------|-----|-----|-----|-----|--------------|-----|-----|-----|-----|-----------|-----|-----|-----|-----|-------|------|------|------|------|--|
| Category  | Q1 (Rs. Bn) | Q2 (Rs. Bn) | Q3 (Rs. Bn) | Q4 (Rs. Bn) |             |                    |     |     |     |     |          |     |     |     |     |            |     |     |     |     |              |     |     |     |     |           |     |     |     |     |       |      |      |      |      |  |
| Food and Beverages  | 510         | 600         | 620         | 700         |             |                    |     |     |     |     |          |     |     |     |     |            |     |     |     |     |              |     |     |     |     |           |     |     |     |     |       |      |      |      |      |  |
| Chemical  | 400         | 425         | 500         | 550         |             |                    |     |     |     |     |          |     |     |     |     |            |     |     |     |     |              |     |     |     |     |           |     |     |     |     |       |      |      |      |      |  |
| Healthcare  | 300         | 200         | 100         | 300         |             |                    |     |     |     |     |          |     |     |     |     |            |     |     |     |     |              |     |     |     |     |           |     |     |     |     |       |      |      |      |      |  |
| Distribution  | 150         | 170         | 200         | 230         |             |                    |     |     |     |     |          |     |     |     |     |            |     |     |     |     |              |     |     |     |     |           |     |     |     |     |       |      |      |      |      |  |
| Logistics   | 800         | 820         | 850         | 920         |             |                    |     |     |     |     |          |     |     |     |     |            |     |     |     |     |              |     |     |     |     |           |     |     |     |     |       |      |      |      |      |  |
| Total   | 2160        | 2215        | 2270        | 2700        |             |                    |     |     |     |     |          |     |     |     |     |            |     |     |     |     |              |     |     |     |     |           |     |     |     |     |       |      |      |      |      |  |
| 3   | 4           |             |             |             |             |                    |     |     |     |     |          |     |     |     |     |            |     |     |     |     |              |     |     |     |     |           |     |     |     |     |       |      |      |      |      |  |

|  |  |
|--|--|
| <p>Profit and Loss</p>  | <p>Future Expansion</p> <ul style="list-style-type: none"> <li>• Aviation Sector (2016)</li> <li>• Retail Sector (2017)</li> </ul> |
| 5  | 6  |

Assume you have to recreate the six (06) slides using either PowerPoint 2013 or PowerPoint 2010.

**Explain** the features you would use to complete each of the tasks identified by (a) to (g). You may also assume that the following image file (star symbol) is saved on the hard disk of the computer you use for this task.



*(You do not need to mention font size, color or font type changes.)*

- (a) To add the star symbol as shown in Slide1. (02 marks)
- (b) To ensure that when the presenter clicks on the star symbol in slide1 while the presentation is running, the presentation directly switches to slide 6. (03 marks)
- (c) To add the star symbol in such a way that it automatically appears for the list of entries in slide 2. (02 marks)
- (d) To add the revenue information as appearing in slide 3 (Note: You may assume that the relevant data is available in a Microsoft Excel Workbook). (02 marks)
- (e) To display a chart as displayed in slide 4. (Note: You may assume that the relevant data is available in the same Microsoft Excel Workbook used for [d] above). (02 marks)
- (f) To display a chart as displayed in slide 5. (Note: You may assume that the relevant data is available in a Microsoft Excel Workbook). (02 marks)
- (g) To display the title text as displayed in slide 6 title. (02 marks)
- (Total 15 marks)

#### Question 04

**Sarah Distributors** uses Microsoft Excel to record their outstanding invoices. The following worksheet contains some of their records:

|    | A | B                       | C            | D           | E                       | F       | G                                | H         | I          | J          | K            | L |
|----|---|-------------------------|--------------|-------------|-------------------------|---------|----------------------------------|-----------|------------|------------|--------------|---|
| 1  |   |                         |              |             |                         |         |                                  |           |            |            |              |   |
| 2  |   | Sarah Distributors Ltd. |              |             |                         |         |                                  |           |            |            |              |   |
| 3  |   |                         |              |             |                         |         |                                  |           |            |            |              |   |
| 4  |   | Date                    | 12-May-2016  |             |                         |         |                                  |           |            |            |              |   |
| 5  |   | Invoice Details         |              |             |                         |         | Accounts Receivable Age Analysis |           |            |            |              |   |
| 6  |   | Invoice No.             | Invoice Date | Due Date    | Receivable Amount (LKR) | Status  | Due Days                         | 1-30 Days | 31-60 Days | 61-90 Days | Over 90 Days |   |
| 7  |   | A10001                  | 10-Jan-2016  | 1-May-2016  | 45,000.00               | Due     | 11                               | 45,000.00 |            |            |              |   |
| 8  |   | A20003                  | 19-Jan-2016  | 2-Apr-2016  | 60,000.00               | Due     | 40                               |           | 60,000.00  |            |              |   |
| 9  |   | A20006                  | 2-Feb-2016   | 4-Feb-2016  | 15,000.00               | Due     | 98                               |           |            |            | 15,000.00    |   |
| 10 |   | A50007                  | 2-May-2016   | 14-May-2016 | 15,000.00               | Current |                                  |           |            |            |              |   |
| 11 |   | A20011                  | 13-Feb-2016  | 4-Mar-2016  | 25,000.00               | Due     | 69                               |           |            | 25,000.00  |              |   |
| 12 |   | A20012                  | 24-Feb-2016  | 5-Feb-2016  | 45,000.00               |         |                                  |           |            |            |              |   |
| 13 |   | A30005                  | 5-Mar-2016   | 6-Apr-2016  | 10,000.00               |         |                                  |           |            |            |              |   |
| 14 |   | A30006                  | 16-Mar-2016  | 7-Apr-2016  | 78,000.00               |         |                                  |           |            |            |              |   |
| 15 |   | A30007                  | 27-Mar-2016  | 8-Mar-2016  | 30,000.00               |         |                                  |           |            |            |              |   |
| 16 |   |                         |              |             |                         |         |                                  |           |            |            |              |   |

**Identify** formulas / functions to accomplish the following tasks. For questions (b), (c) and (d) the formulas / functions should use appropriate cell references such that it can be copied to the rows above to obtain the sample values displayed:

- (a) For cell C4, to display the current system date, whenever the worksheet is opened. (02 marks)
  - (b) For cell F12, to display the word “Due” if the Due Date is before the date to consider or the word “Current” if the Due Date is a future date when comparing with the date to consider. (03 marks)
  - (c) For cell G12, to display a numerical value (no. of days in due) for the Due Days calculated using the Due Date and the Date to consider. (02 marks)
  - (d) For Cells I12, J12, K12 and L12, to display the respective receivable amount in the appropriate column of the Accounts Receivable Age analysis (Note: You need to write four formulae so that when it is copied into different rows, the relevant sample values are obtained). (08 marks)
- (Total 15 marks)

### Question 05

- (a)
    - (i) **List** three(03) connectivity technologies which can be used to connect a computer at a residence to an Internet Service Provider. (03 marks)
    - (ii) **State** two(02) differences between any two of the selected technologies. (04 marks)
  - (b) **State** four(04) different banking activities that can be conducted using Internet Banking. (04 marks)
  - (c) You are interested in obtaining internet banking facilities for your Savings Account maintained in a leading commercial bank. A friend of yours says that it can be unsafe as if someone steals your username and password, they can withdraw all your money.  
Assuming that you do not agree with your friend,  
**State** four(04) mechanisms that banks use to enhance security for customers in their internet banking systems. (04 marks)
- (Total 15 marks)

## Question 06

Assume that you are the IT Executive for **Velo Clothing Ltd.**, a company dealing with exporting readymade clothes. You have a DVD containing a video programme of a fashion show carried out by the company. Your Managing Director, who is in Japan has called you and asked you to send the video via email. He needs the video to show it to a client. The video is 200 MB in size. Assume that both the company in Sri Lanka and your Managing Director in Japan have the broadband internet connection.

- (a) A friend of yours says that it is possible to send this file using e-mail.
- (i) **State** whether you agree with this comment or not. (01 mark)
  - (ii) **Explain** reasons for your answer. (02 marks)
- (b) **State** two(02) other methods (which do not use e-mail) you could use to permit the video to be shown to the client. (04 marks)
- (c) Assume that you have forgotten your Managing Director's email address. However, you recall that you have previously sent an e-mail to him using the webmail service of your email provider. **Explain** steps involved in recovering the Managing Director's email address.  
*(State any assumptions made by you if any)* (04 marks)
- (d) (i) **State** the purpose served by an E-mail signature. (01 mark)
- (ii) **List** three(03) types of data included in an E-mail signature. (03 marks)
- (Total 15 marks)

## Question 07

**Explain** the function performed by each of the following features in Microsoft Word:

- (a) AutoText.
- (b) AutoCorrect.
- (c) Equation Editor.
- (d) SmartArt.
- (e) Custom Styles. (03 marks each, Total 15 marks)

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*End of Section B*

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