ASSOCIATION OF ACCOUNTING TECHNICIANS OF SRI LANKA

TALENT (SKILLS) CAPSTONE - JULY 2017

(SS2) INFORMATION TECHNOLOGY SKILLS

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

  (1) ***Time allowed:*** *Reading - 15 minutes*

  Writing   - 03 hours

  (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
Total Marks		**100**

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

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 Office 365 is a service provided by Microsoft Corporation. Of the following, select the correct statement on this service:

(1) This service is provided using the GNU General Public License.

(2) This service requires a Monthly or Annual License fee.

(3) This requires a one-time perpetual license.

(4) This is provided free of charge to all windows 10 Users.

1.2 Microsoft Dynamics is an example for a software used for:

(1) Desktop Publishing.

(2) Enterprise Resource Planning.

(3) Web Servers.

(4) Presentations.

1.3 Which one of the following is **not** a preventive physical control for protecting Computer Resources?

(1) Biometric Access Control. (2) Backup Power.

(3) Passwords. (4) Security Guards.

1.4 Which of the following steps is ethically appropriate if you find a work colleague has used your computer to log into his Facebook account, but has forgotten to log off?

(1) Delete the account.

(2) Post a comment to indicate that he is no longer using this account.

(3) Log-off the account.

(4) Change his security settings.

1.5 When we require to extract data from a Microsoft Access Database, which one of the following features is beneficial?

(1) Forms. (2) Queries. (3) Lookup. (4) Tables.

1.6 Heading1, Heading2, Title, Caption, Normal Subtitle are options found in which one of the following Microsoft Word features?

(1) Styles. (2) Fonts. (3) Word Art. (4) Smart Art.

1.7 Morph, Fade, Wipe, Split are options found in which one of the following Microsoft Powerpoint features?

(1) Fonts. (2) Themes.

(3) Transitions. (4) Insert Images.

1.8 Out of the following, the email solution provided with Microsoft Office is known as:

(1) Outlook Express. (2) Outlook.

(3) Hotmail. (4) Gmail.

1.9 Which one of the following is **not** commonly provided as a feature for users of Internet Banking?

(1) Check account balances. (2) Fund Transfer to any foreign bank account.

(3) Access Account History. (4) Pay bills.

1.10 The function performed by the "TODAY()" Function as used in Microsoft Excel is to:

    (1)   display the number of days between two dates.

    (2)   display the current year.

    (3)   display the current date.

    (4)   display the current month.

*Select the suitable word from the words given within brackets to fill in 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   Each Excel file can also be referred to as a ………… *(Worksheet / Workbook)*.

1.12   In Microsoft Excel, to limit the type of data entered to a cell we can use ………… *(Data Filtering / Data Validation)*.

1.13   MS Access and …………. *(MS SQL / Oracle)* are examples for popular Database Management Systems introduced by Microsoft Corporation.

1.14   The last section in an email address such as "lk" or "com" is referred to as the …………. *(Domain Name / Top Level Domain)*.

1.15   In Microsoft Access, …………. *(Memo / OLE Object)* Data type is used to embed binary data from different programs.

*State whether each of the following statements from question Nos. **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   When we need to get a fixed line internet connection to a residence or an office we can select an ADSL connection.

1.17   When we want to create a mailing list (mail-merge), the data source must always be an Excel Workbook.

1.18   PPSX (Power point show) file can be used to run a presentation using a single click.

1.19   A Microsoft PowerPoint presentation cannot be protected using a password.

1.20   Text Editing performed by multiple people on a single Microsoft Word document can be tracked automatically using comments feature.

(02 marks each, Total 40 marks)

——————————— *End of Section A* ———————————

SECTION B

Answer any four (04) questions only.

(Total 60 marks)

Question 02

An extract from Fixed Deposit Holders list in a Database at a Commercial Bank is displayed below:

Account Number	Surname	First Name	NIC Number	Start Date	Term	Amount (Rs.)	Interest Rate per annum (%)	Priority Banking Customer
34-001	Silva	Geetha	805400370V	2017-01-30	365	1,000,000.00	12	Yes
34-002	Senaratne	James	750852400V	2017-02-23	90	200,000.00	9	No
34-003	Yogarajan	Sitha	887510400V	2017-02-25	180	100,000.00	11	Yes
34-004	Razik	Fazly	921810450V	2017-03-01	365	50,000.00	12	No
34-005	Arumugam	Nelson	702371588V	2017-03-10	90	750,000.00	10	Yes
34-006	Perera	Vijaya	831812566V	2017-04-06	365	550,000.00	12.5	No
34-007	Arnold	Kevin	833551789V	2017-04-09	90	450,000.00	11	No
34-008	Alwis	Jagath	861401235V	2017-05-01	180	150,000.00	11.5	Yes

Notes:

- The Database only supports Fixed Deposits in Terms of 30 / 90 / 180 / 365 days.
- The Minimum Amount of Deposit is Rs.10,000.00

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

(a) (i) **Select** the most suitable field to be considered as the key field out of the above fields.

(02 marks)

(ii) **Explain** the reason behind your selection in part (i) above. (02 marks)

(b) **Identify** the most suitable data type for each of the following fields:

Field Name	Data Type
Account Number	
Surname	
NIC Number	
Start Date	
Term	
Amount (Rs.)	
Interest Rate (%)	
Priority Banking Customer	

(08 marks)

(c) **List** three(03) different types of users who might interact with Database Management Systems such as MS Access.

(03 marks)

(Total 15 marks)

(a) **Explain** the purpose served by the following features of Microsoft Powerpoint:

      (i)   Sections

      (ii)   Themes

      (iii)   Transitions

      (iv)   Animations

      (v)   Macros

      (vi)   Slide Master   (12 marks)

(b) You are supposed to present a presentation introducing your company to a group of 25 visitors. Assuming you have no multimedia projector or device other than your own Laptop, **Explain** how this task can be completed using Microsoft Powerpoint. You may assume that each of the visitors has a Laptop computer, and all computers in the room used for the presentation have high speed internet access.   (03 marks)

(Total 15 marks)

Question 04

An organization has carried out a selection test to evaluate the IT Skills of applicants. The following is an extract of the applicants marks worksheet prepared for this purpose:

	A	B	C	D	
1	**Examination Number**	**IT Skills Paper Marks**	**IT Skills Practical Paper**	**Applicant's Name**	
2	E1255	85	Passed	M.R. Munasinghe	
3	E1258	90	Failed	Kamali Perera	
4	E1251	77	Passed	S. Sangeetha	
5	E1267	55	Passed	H. Hussain	
6	E1275	80	Passed	P. Jayabalan	
7	E1280	79	Failed	N.S. Janz	
8	E1293	55	Failed	D.C. Cassim	
9					
10	Highest Mark				
11	Lowest Mark				
12	Average Mark				
13	Highest Mark Obtained by				
14	No. of Applicants who Passed				
15	No. of Applicants who sat for the exam				
16					

Apply your knowledge of functions and formulae used on a spreadsheet to answer the following questions:

(a) **Identify** an appropriate function and state the formula suitable for calculating the highest mark obtained for the IT Skills Paper in Cell B10. *(Note: You need to use a single function)*   (02 marks)

(b) **Identify** an appropriate function and state the formula suitable for calculating the lowest mark obtained for the IT Skills Paper in Cell B11. *(Note: You need to use a single function)*   (02 marks)

(c) **Identify** an appropriate function and state the formula suitable for calculating the average mark obtained for the IT Skills Paper in Cell B12. *(Note: You need to use a single function)*   (02 marks)

(d) **Identify** an appropriate function and state the formula suitable for identifying the name of the applicants who received the highest mark for the IT Skills Paper in Cell B13. *(Note: You need to use a single function)*   (04 marks)

(e) **Identify** an appropriate function and state the formula suitable for calculating the No. of applicants who received a "Passed" Grade for the Practical Examination in cell C14. *(Note: You need to use a single function)*   (03 marks)

(f) **Identify** an appropriate function and state the formula suitable for calculating the No. of applicants who sat for this examination in cell C15. *(Note: You need to use a single function)*
(02 marks)
(Total 15 marks)

Question 05

(a) To navigate the World Wide Web (WWW), web browser software is mostly used.

List three(03) web browser softwares commonly used on Personal Computers using Windows Operating Systems.   (03 marks)

(b) **Explain** the function performed by following buttons / features on a web browser:

(i)   Home

(ii)   Back

(iii) Reload

(iv) Bookmarks

(v)   Private Window / Incognito Window

(vi) Addons / Extensions   (12 marks)
(Total 15 marks)

Question 06

Mrs. Sashini Egodage (sashini@iplastics.lk) is the Accountant for **Imperial Plastics (Pvt) Ltd.** She needs to send an email (see message below) to **Mr. Hideki Hirakawa** (hhirakawa@hitachi.co.jp) who is the overseas marketing manager for **Hitachi Industrial Company**, Japan. The email is on the topic of a new plastic moulding machine which Imperial plastics is interested in. The CEO for Imperial plastics, **Mr. M. Imitiyaz**, (ceo@iplastics.lk) has informed **Mrs. Sashini Egodage** to send a copy of this email to the local representative to **Hitachi Industrial Company** in Sri Lanka, **Mr. Wilson Jayalath** (jayalath@gmail.com)

The CEO has further instructed to send a copy of the Design File (which is stored in **Mrs. Sashini Egodage's** computer at C:\Images\Design2017.jpg) with this email and has further instructed that a copy of this email should be received by him, but his email address (ceo@iplastics.lk) should not be visible to anyone other than the sender.

Assume that you have to function in the role of **Mrs. Sashini Egodage**, and that you are using new email software. You are further provided the following information:

- Address of **Imperial Plastics (Pvt) Ltd.** No. 220, Thimbirigasyaya Road, Narahenpita, Colombo 05, Sri Lanka. Tel. / Fax. +94-11-2559600

- Address of **Hitachi Industrial Company**, Japan: 9-932, Shouhokudai 34, Hatsukaichi Shi, Hiroshima Prefecture, Japan. Tel. / Fax. +81-1029 2993 23

Apply your knowledge on sending emails to communicate the above information by identifying appropriate text for the boxes marked 1-8. In your answer booklet, you should refer to each box by the number (1-8).

To:	----------------------(1)--------------------------	(01 mark)
CC:	----------------------(2)--------------------------	(02 marks)
BCC:	----------------------(3)--------------------------	(02 marks)
Subject:	----------------------(4)--------------------------	(02 marks)
Dear Mr. -------------------------(5)------------------------- I refer to my previous email on 01.06.2017. 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, ---------------(6)---------------		(02 marks) (02 marks)
Signature Text	----------------------(7)--------------------------	(02 marks)
Attachment	----------------------(8)--------------------------	(02 marks)

(Total 15 marks)

Question 07

(a) **Explain** the function performed by the following features in Microsoft Word:

   (i)   Thesaurus

   (ii)   Track Changes

   (iii)   Table of Contents

   (iv)   Page Break

   (v)   Watermark

   (vi)   Themes   (02 marks each, 12 marks)

(b) **Explain** the difference between the features "Smart Art" and "Word Art" as found in Microsoft Word.   (03 marks)
(Total 15 marks)

───────────── *End of Section B* ─────────────