



Association of Accounting Technicians of Sri Lanka

July 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

July 2016 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	4
1.2	2
1.3	1
1.4	1
1.5	3
1.6	4
1.7	2
1.8	2
1.9	3
1.10	3
1.11	Record
1.12	Row
1.13	Personal Information Manager
1.14	HTTPS
1.15	High-security and low-traffic
1.16	False
1.17	False
1.18	True
1.19	False
1.20	True

(40 marks)

End of Section A

Answer four (04) questions only.
(Total 60 marks)

Suggested Answers to Question Two:

- (a) ISBN Code
- (b)

Filed Name	Data Type (MS Access 2013)
Book category	Text
Book Name	Text
Publisher/Distributor	Text
ISBN Code	Text or Numeric
Date of Publishing	Date/Time
Stock in Hand	Numeric
Sales Price	Currency
5% discount for Card Holders	Yes/No

- (c) The publisher / Distributor filed can be created as a lookup field, where the three entries - BookOne Ltd., Bookland Ltd and Rocket Books are stored in a separate table. This will enable easier data entry as the person entering has to select one value out of the three. Otherwise keyboard entry can introduce spelling mistakes, as well as takeup time to enter data.

Or

Create a publisher table and link the two tables.

- (d) Open the database, Use the create > report wizard. Select the table and the fields.
Select a sort field / sort order / Arrange the layout / Name the report.

(Total 15 marks)

Suggested Answers to Question Three:

- (a) Select Slide 1 > Select Insert > Pictures > Select Picture
- (b) Select Slide 1 > Select Star Symbol > Insert > Insert Hyperlink in Slide 1 > Select Link to place in this document > Select Slide 6

OR

Select Slide 1 > Select Start Symbol > Right Click > Select Hyperlink > Select Link to place in this document > Select Slide 6

- (c) Select Slide 2 > Select Home > Click on Bullets Icon > Select Bullets and Numbering > Select Picture > Select Import > Select Picture

OR

Select Slide 2 > Right Click on Bullets > Select Bullets > Select Picture > Select Import > Select Picture

- (d) Select Slide 3 > Select Insert > Select Table > Enter rows (7) and columns (5) > Open Excel Worksheet containing data > Select Text > Select paste special > Select Text
- (e) Select Slide 4 > Insert > Select Chart > Select Column > Select Clustered Column > Click on worksheet containing data > Copy > Click on worksheet connected to chart > Paste > Set Range
- (f) Select Slide 5 > Insert > Select Chart > Select Line > Click on worksheet containing data > Copy > Click on worksheet connected to chart > Paste > Set Range
- (g) Select Slide 6 > Select Title Text > Select Format > Select Text Effects > Triangle Up

(Total 15 marks)

Suggested Answers to Question Four:

- (a) Cell C4=today()
- (b) Cell F12=IF(D12<\$C\$4,“Due”,“Current”)
- (c) Cell G12=IF(F12=“Due”, \$C\$4-D12, ”)
- (d) ▶ Cell I12 =IF(AND(\$G12>=1,\$G12<=30),\$E12, ”)
- ▶ Cell J12 =IF(AND(\$G12>=31,\$G12<=60),\$E12, ”)
- ▶ Cell K12 =IF(AND(\$G12>=61,\$G12<=90),\$E12, ”)
- ▶ Cell L12 =IF(\$G12>=91,\$E12, ”)

(Total 15 marks)

Suggested Answers to Question Five:

(a)

- I.
 1. ADSL
 2. Wireless Broadband (4G/LTE)
 3. PSTN Dial Up
 4. Fiber to the X (FTTx)
 5. IDSN

- II.
 - i. Differences : Speed, Connection Mechanism (i.e. cable Vs. wireless)
 - ii. Charging mechanism - Per Minute Vs. Data Usage Vs. Fixed

(b)

- I. Checking Balance
- II. Paying utility bills, credit cards bills
- III. Checking account transaction history
- IV. Transfer funds between accounts, other account holders of the same bank
- V. Transfer funds to domestic bank third party accounts (SLIPS Transfer)
- VI. Operate loans / term deposits

(c)

- I. Provide login alerts via SMS and email to customers
- II. Use a two factor authentication mechanism
- III. Force customer to change passwords frequently
- IV. Disable or limit third party transfer amount

(Total 15 marks)

Suggested Answers to Question Six:

- (a)
- I. If YES
 - II. Video file can be split into many parts such that the individual parts are less than the file attachment size limit to be sent using several mails

OR

If NO

E-mail attachments do have maximum file size limits and generally size limits do not cover 200MB.

(b)

1. Upload the video to a video sharing site such as YouTube, which enables playing the file using a web browser.
2. Upload the file to cloud storage so that it can be downloaded by the Managing Director. The link can be sent via e-mail.
3. Send the file directly to the Managing Director using software such as Skype.

(c)

Assuming that the previous mails sent by the user to the Managing Director using the webmail service is archived / available to be accessed, it should be possible to search for the e-mail using a search string such as Managing Director or by browsing e-mails sent chronologically. If the user searches the sent mail, the e-mails can be found and the e-mail address can be extracted.

(d)

- I. Email signatures can perform a range of functions, both administrative and promotional.
- II.
 - i. Sender's name
 - ii. Sender's contact information.
 - iii. Sender's position
 - iv. Website URL

(Total 15 marks)

Suggested Answers to Question Seven:

(a) **Auto Text**

Auto text can be used to insert blocks of preformatted text from the AutoText gallery. This is useful, for example, when you need to repeatedly enter the same large block of text and the text contains a lot of formatting. You create AutoText entries by adding selected text to the AutoText gallery.

(b) **Auto Correct**

You can use the AutoCorrect feature to correct typos, capitalization errors, and misspelled words, and well as automatically insert symbols and other pieces of text. By default, AutoCorrect uses a standard list of typical misspellings and symbols, but you can modify the entries in this list.

(c) **Equation Editor**

Equation editor includes built-in support for writing and editing equations. This feature can be used to insert equations into Word, PowerPoint, or any application that supports Object Linking and Embedding (OLE).

(d) **Smart Art**

SmartArt allows communicating information with graphics instead of just using text. There are a variety of styles to choose from, which you can use to illustrate many different types of ideas. A SmartArt graphic is a visual representation of your information that you can quickly and easily create, choosing from among many different layouts, to effectively communicate your message or ideas.

(e) **Custom Styles**

You can use styles to format your document so you can quickly and easily apply a set of formatting choices consistently throughout your document. If you want formatting choices that are not available from the built-in styles and themes available in Word, you can modify an existing style and customize it to suit your needs.

(Total 15 marks)

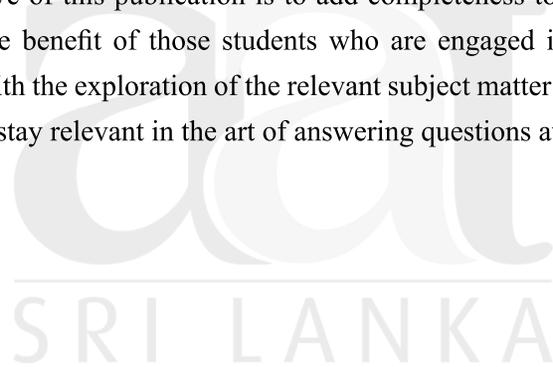
End of Section B

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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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