Association of Accounting Technicians of Sri Lanka

January 2018 Examination

Questions and Suggested Answers
(SS2)

INFORMATION TECHNOLOGY SKILLS
(ITS)

SECTION – A

Objective Test Questions (OTQs)

Twenty (20) compulsory questions

(Total 40 marks)

Suggested Answers to Question One:

Question	Answer
1.1	4
1.2	4
1.3	3
1.4	1
1.5	4
1.6	1
1.7	3
1.8	4
1.9	1
1.10	2
1.11	form
1.12	Pivot Table
1.13	Paste Special
1.14	Add Notes
1.15	Spam
1.16	Google Chrome
1.17	True
1.18	False
1.19	True
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)

- First Set the Data type of the NICNumber filed to **"Short Text"**.

- Got to the Filed Properties and at the **Input Mask** Property Type the following phrase

   #########**"V"**

   (Nine Hash Signs followed by the letter **V** with in double quotes)

(03 marks)

Alternative Answer

(a) i.   The process can be streamlined using an Input Mask for the NIC Number Field. The filed should only allow 10 character input, while the Input Mask should allow the first 9 characters to be digits followed by the letter V.

(a) (ii)

Go to the Table Properties. (In the Design View, Select the table, then click property sheet from the show/hide chunk.)

Go the validation rule property

Go the expression builder and type/ create the following expression

[DOR]> [DOB]

It is assumed that the filed names of Date of Registration as the **DOR** and Date of Birth as the **DOB**.

(03 marks)

(b)

(i)

In the given example there are only six fields. In such situations, for limited data, even an excel worksheet can also be sufficient. Redundancy or duplication of data may occur, in large scale, but it may not affect the task if there is only limited data.

(03 marks)

(ii)

But if there is a large amount of data (Fields / Records), storing them in excel worksheets will affect the efficiency of using the data, and there can be duplication of data. If the data is stored in a database, it can be more efficient.

(03 marks)

(c)

Queries are mostly used to retrieve specific data from the tables. A report is an organized and formatted view of data the query retrieved. Reports are what you use to format, summarize and present data.

(03 marks)

(Total 15 marks)

Suggested Answers to Question Three:

(a)

G4 Cell $\longrightarrow$ 300

G5 Cell $\longrightarrow$ 600

(04 marks)

(b)   =(G3+D3)

Value is 48,300

(04 marks)

(c)   =H3/10

Value is 4,830

(04 marks)

(d)   =H3-I3

Value is 43,470

(03 marks)

(Total 15 marks)

Suggested Answers to Question Four:

(a) accountant@businessit.lk

(b) dirfinance@jazz.co.uk

(c) ceo@jazz.co.uk / md@businessit.lk

(d) Re: BPO partnership proposal

(e) John Simmons

(f) Wikum Liyanage

(g) Wikum Liyanage

Accountant, Business IT (Pvt) Ltd,

No 5, Galle Road, Wellawatta Colombo 06, Sri Lanka.

Tel/Fax. +94 112 345 678

(h) Any file name with a Doc or Docx extension.

(Total 15 marks)

Suggested Answers to Question Five:

(a) 1. Visit a search engine such as google.com or simply type "exchange rates in Sri Lanka" on the browser address bar.

2. Out of the search results the first or close to first would be the Central Bank of Sri Lanka (CBSL) link to the exchange rates.

3. Consider the Selling rate and calculate the LKR equivalent to USD 15,000.

(04 marks)

(b)

(i). Voice over IP software / Mobile app which allows calling between parties without using mobile phone network.

(02 marks)

(ii). A number which acts as the contact user ID, A mobile data connection.

(02 marks)

(iii). The messaging apps are used for chatting purposes. They make communication easy with respect to such as instant messaging and voice calls. They also makes the sharing of audio, Video and picture files easy.

(03 marks)

(c)

Phishing is the attempt to obtain sensitive information such as usernames, passwords, and credit card details by disguising as a trustworthy entity in an electronic communication.

The hacker can create a website that looks exactly similar in physical appearance to the legitimate internet banking portal of a bank. Most of the time the difference is on the URL, in which a letter or two gets shuffled and this will not get notified to the user. User will enter the sensitive data to the phishing site without knowing that is a fake website. The hacker who creates the site will steal the information entered and use them to access the bank's internet banking portal.

Example :

      Legitimate :   **https://www.ebank.peoplesbank.lk/eb/index.html**

      Phishing Site   **https://www.ebank.peoplsebank.lk/eb/index.html**

(04 marks)

(Total 15 marks)

Suggested Answers to Question Six:

Part	Feature to be used.	
(a)	• Crop feature (available in the size chunk of the format ribbon.	*(02 marks)*
(b)	• 'Center' alignment (available in the paragraph chunk of the Home ribbon.) (Ctrl + E)	*(02 marks)*
(c)	• 'Change Case' feature to Convert text to upper case (Ctrl + E) • 'Text Effects and Typography' feature to change the appetence • 'Center' Alignment to change the position	*(02 marks)*
(d)	• 'Center' Alignment to change the position (Ctrl + E) • Select the "th" after 25 and use superscript option.	*(02 marks)*
(e)	• 'Change Case' feature to Convert text to upper case • 'Bold' and 'Underline' features to change the appearance	*(02 marks)*
(f)	• 'Align Right' feature to position the text (Ctrl + R)	*(02 marks)*
(g)	• Select the document and insert a page border.	*(03 marks)*

(Total 15 marks)

Suggested Answers to Question Seven:

(a)

(i) Action Buttons	Use action buttons to launch an action in your presentation, such as go to the next or a specific slide, run a program or play a video clip. Pick an action button from the shapes gallery and then assign an action to occur when you click your mouse or when someone move their mouse over the button.
(ii) Slide Master	When it needed that all the 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 the slides.
(iii) Rehearse Timing	When you practice your presentation, you can record how much time that you need to present each slide. When you deliver your presentation, you can use the timings to advance slides automatically.
(iv) Hide Slide	Hide slides that you don't want to appear during a PowerPoint slide show.
(v) Slide Size (4:3), (16:9)	These two options are used to decide the aspect ratio of the presentation. Newer projectors support the Widescreen (16:9) Slide size and if you are using an old projector it may only support the Standard (4:3) size. In order to get the best results, you need to have a match between the size of your slides and the size of the screen / medium you are using to deliver the presentation.
(vi) Presenter View	Presenter view facilitates the presenter to view the presentation slides with the speaker notes on the computer, while the audience views the notes-free full screen presentation on a multimedia projector.

(02 marks each, Total 12 marks)

(b)

- a) Click the File tab ⟶ Choose Save As ⟶ Browse button.

- b) Click the Tools Button in the appearing 'Save As' dialog box appears.

- c) Choose General Options.

- d) Click in the Password to Open text box and type a password.

- e) Type the password again and then click OK.

- f) Click in the Password to Modify text box and type a password.

- g) Type the password again and then click OK.

- h) Click Save.
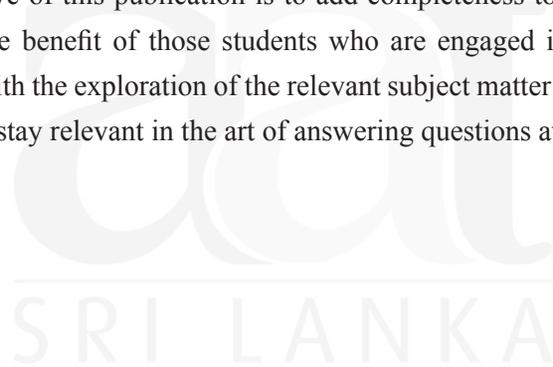
(03 marks)

(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".

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