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Serial No.....

Institute of Certified Management Accountants of Sri Lanka
Operational Level
November 2012 Examination

Examination Date :	25 th November 2012	Number of Pages :	04
Examination Time:	9.45 a.m. – 12 Noon / 12.45 p.m. – 3.00 p.m.	Number of Questions:	06

Instructions to Candidates

1. Time allowed is **2 Hours & 15 Minutes.**
2. Total: **70** Marks.
3. Candidates are required to answer **all** questions **online.**
4. The answers should be in **English Language.**

<u>Subject</u>	<u>Subject Code</u>
Information Technology Applications	(ITA / SK 3 - 206)

Part II: Practical Paper

Answer **all** questions

Follow the instructions to create documents, workbooks, presentations, and databases required. You are required to save your results to your examination folder in your computer. You will be instructed how to access your folder. Please note that for questions one, two, three and five necessary files are stored in your folder.

Please number your answers in strict accordance with the numbering in the question paper. Credit will be given for orderly, neat and legible presentation of answers.

Question No. 01 (17 Marks)

Use “**Practical Part Question1.docx**” documents stored in your examination folder to answer the Questions given below. Your answers should exactly be similar to the printed answer sheet given to you.

- (a) Open file **Practical Part Question 01.docx** documents.
- (b) First page set 2.5” top margins and set 1.25” left & right margins and set 1” bottom margins.
- (c) Second page (starting 3rd paragraph) set 1” for all margins (Top, Bottom, Left and Right margins.)
- (d) Set the heading font size 21pt and Outline effect.
- (e) Spelling and Grammar should be corrected in the first two paragraphs.
- (f) Set paper size to A4 (all pages).
- (g) Second page start page number A (bottom of the page).

- (h) Make the all paragraph fist line indent 0.5”.
- (i) Insert a footnote to the “heading” to “Fourth Generation - 1971-Present: Microprocessors”.
- (j) Replace the picture in the third paragraph.
- (k) 4th and 5th paragraph should be justified.
- (l) In the header insert your name and your index no and footer inserts “Information Technology Applications (ITA/ SK 3 – 206)”.
- (m) Last 4 paragraphs add paragraph before spacing Auto.
- (n) Change heading 3.5pt character spacing.
- (o) Last three heading create list using bullet options.
- (p) Review all steps again and resave “Practical Part Question 01.docx”.

(Total 17 Marks)

Question No. 02 (08 Marks)

Use Table.docx file stored in your examination folder to answer the questions given below:

- (a) 1st row & merge and type “Information Technology Application 2012”.
- (b) 1st row height increase 2cm.
- (c) 1st and 2nd row add shading.
- (d) Set top center alignment to all cells.
- (e) Ascending order to sex column.
- (f) Table boundary boarder width change 3pt.
- (g) Change the distribute column.
- (h) Review all steps again and resave “Table.docx”.

(Total 08 Marks)

Question No. 03 (18 Marks)

Open the Excel spreadsheet “Practical Part Question 03.xlsx” sheet on your examination folder.

- (a) Use formula to calculation
 - (i) Calculate Extended Cost for each brand – Cell E15 : E54
 - (ii) Calculate Net Sales Quantity for each brand – Cell F2 : F12
 - (iii) Calculate Stock in hand for each brand – Cell G2 : G12
 - (iv) Calculate Net Extended Cost for each brand – Cell E15 : E54
- (b) Create a column chart which shows the net total sales for each product type. Chart sheet name Sales Chart.
 - (i) Set the chart title “Total Net Sales”.
 - (ii) The X Axis as “Product Name”.
 - (iii) The Y Axis as “Sales”.
 - (iv) Review all steps again and resave “Practical Part Question 03.xlsx”.
 - (v) Soft copy printout and save practical Part print.

(Total 18 Marks)

Question No. 04 (12 Marks)

The following table illustrates Balance Sheets of Gunawardhana Co. (Pvt) Ltd

BALANCE SHEETS	2010 (Rs.)	2011 (Rs.)
Assets		
Current Assets:		
Cash and equivalent	26,700,000	26,900,000
Net receivables	12,200,000	8,800,900
Inventories	139,500,000	118,300,000
Other current assets	10,100,000	-
Total current assets		
Net property and equipment	62,200,000	55,300,000
Other assets	48,500,000	17,300,100
Total assets		
Liabilities		
Short-term debt	-	11,200,700
Total current liabilities	123,100,000	108,700,000
Long-term debt	30,000,000	15,000,000
Total liabilities		

You are required to do the following:

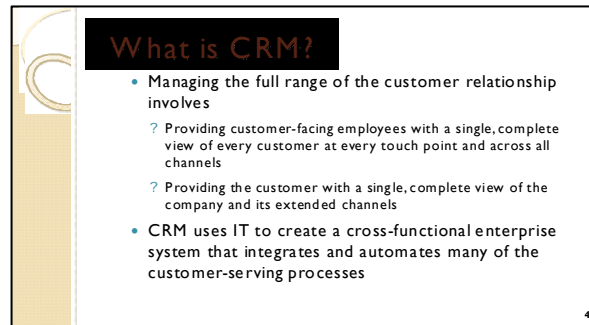
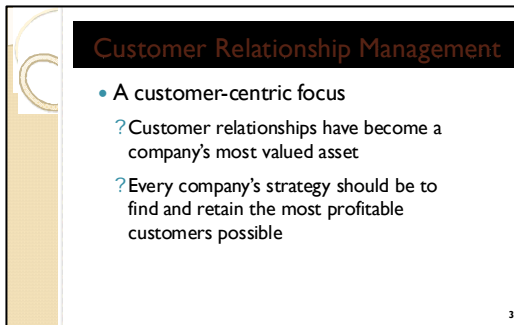
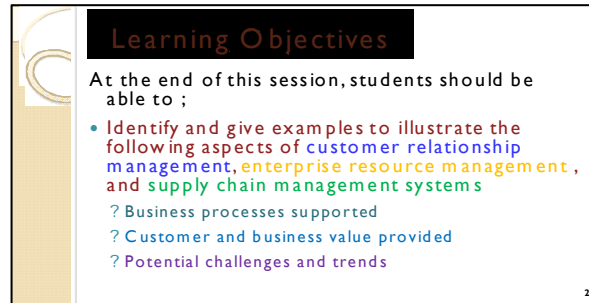
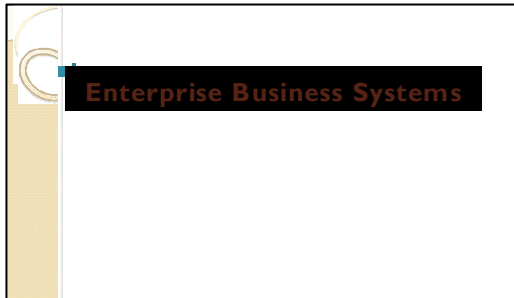
- All Numeric figures change million Format (example 123.10)
- All Numeric figures change Rs. Format (Rs. 123.10)
- Calculate the Total current assets
- Calculate the Total assets
- Calculate the Total liabilities
- Save the excel sheet as "Question No 04.xlsx" in examination folder.

(Total 12 Marks)

Question No. 05 (05 Marks)

Design the following 4 slides using PowerPoint for the following instructions.

- (a) Insert slide numbers.
- (b) Add slide transitions.
- (c) Set slide timing 5 second per one slide.



(Total 05 Marks)

Question No. 06 (10 Marks)

This is an extract of leave taken by the employees of ABC Co.

Employee Name	Designation	Leave date	Half day	Day	Leave
A.S. SAmanthi	Management Assistant II	14/01/2012	-	1	-
G.N. Nayana	Management Assistant I	20/01/2012	-	-	3
S.W. Susantha	Management Assistant III	31/01/2012	1	-	-
C.B. Namal	Management Assistant II	31/01/2012	-	1	-
G.N. Nayana	Management Assistant I	20/02/2012	-	1	-
C.B. Namal	Management Assistant II	31/02/2012	-	1	-
S.W. Susantha	Management Assistant III	01/03/2012	-	-	2
A.S. SAmanthi	Management Assistant II	14/03/2012	-	-	3
G.N. Nayana	Management Assistant I	20/03/2012	-	-	-

You are required to:

- (a) Create suitable database and create all leave summary.
- (b) Create database name “practical Question 06”.

(Total 10 Marks)

End of Part II
End of Practical Paper