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Serial No.....

**Institute of Certified Management Accountants of Sri Lanka**  
**Operational Level**  
**November 2013 Examination**

<b>Examination Date :</b>	24 <sup>th</sup> November 2013	<b>Number of Pages :</b>	07
<b>Examination Time:</b>	9.45 a.m. – 12 Noon / 1.15 p.m. – 3.30 p.m.	<b>Number of Questions:</b>	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>
<b>Information Technology Applications</b>	<b>(ITA / SK 3 - 206)</b>


**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.**

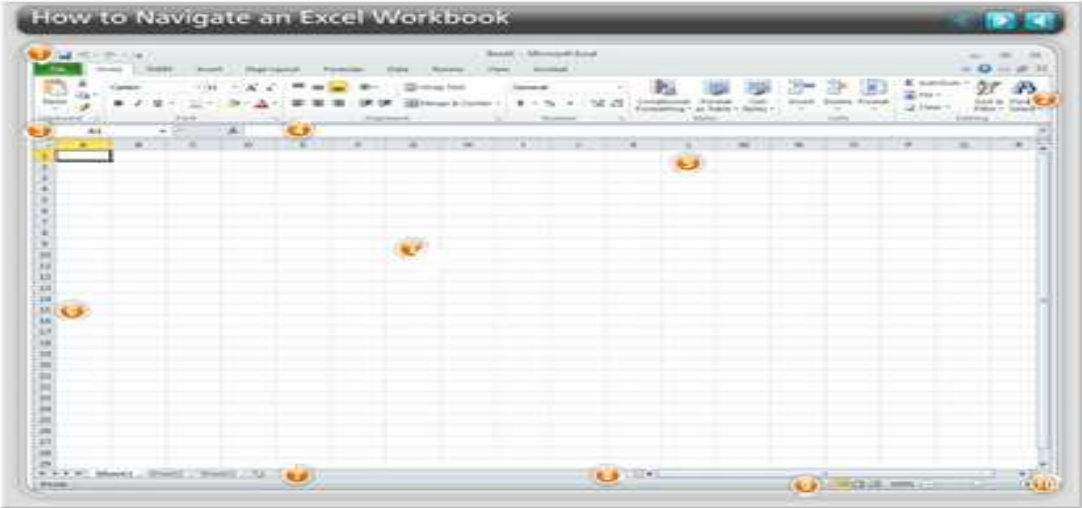
**Please number your answers in strict accordance with the numbering in the question paper. Credit will be given for orderly, neat and legible presentation of answers.**

**Question No. 01 (15 Marks)**

 **Advanced Computer Guide**  
**Excel 2010**

**Getting Started with Excel**

How to Navigate an Excel Workbook



1. Quick Access Toolbar
2. Ribbon
3. Name Box
4. Formula Bar
5. Column
6. Row
7. Worksheets
8. Horizontal Scroll Bar
9. Page View
10. Zoom Control

Use “**Excellogo.jpg and Navigate.jpg**” picture stored in your examination folder to answer the Questions given below. Your answers should exactly be similar to the printed (above) answer sheet given to you.

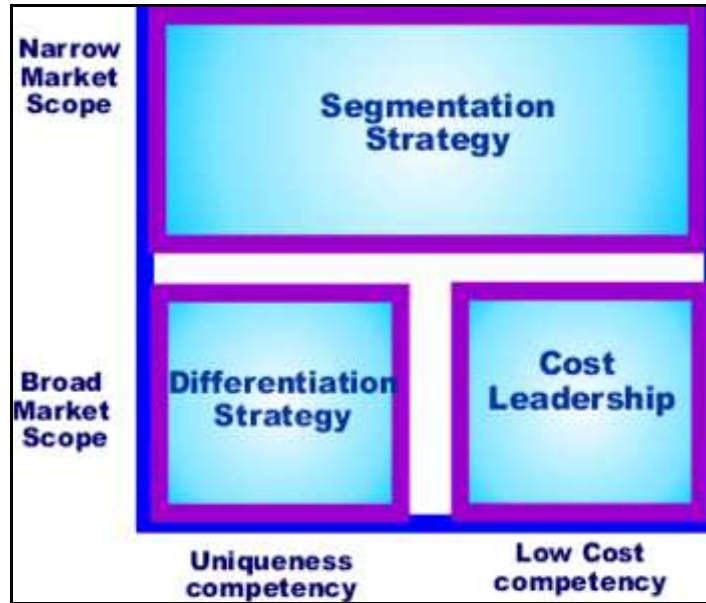
(All picture including Exam folder)

- (a) Create new file and save **Practical Part Question 01.docx** documents and type above document.
- (b) First page set 1.25” top margins and set 1.25” left & right margins and set 1” bottom margins.
- (c) “**Advanced Computer Guide**” Set the font size 16pt and Bold & Times new roman font.
- (d) “**Excel 2010**” Set the font size 24pt and Bold & Times new roman font.
- (e) “**Advanced Computer Guide**” Set the font size 18pt and Bold & Times new roman font.
- (f) Set paper size to A4.
- (g) In the header insert your name and your index no.
- (h) Review all steps again and resave “Practical Part Question 01.docx”.

**(Total 15 Marks)**

**Question No. 02 (08 Marks)**

He originally ranked each of the three dimensions (level of differentiation, relative product cost, and scope of target market) as either low, medium, or high, and juxtaposed them in a three dimensional matrix. That is, the category scheme was displayed as a 3 by 3 by 3 cubes. But most of the 27 combinations were not viable.



- (a) Create above document.
- (b) Review all steps again and resave “Table.docx”.

**(Total 08 Marks)**

**Question No. 03 (15 Marks)**

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

Let say the student marks are based on the following if the student marks,

85 or above	<b>A</b>
70 to 84	<b>B</b>
55 to 69	<b>C</b>
40 to 54	<b>D</b>
Below 40	<b>F</b>

- (a) Use formula to calculation.
- (b) Now click on the Cell **B9:F10** – the location where one of the results (“Highest, and Lowest”) will be displayed.
- (c) Calculate Total, Average and Pass/ Fail marks for each Student - Cell E2:E8, F2:F8and G2:G8
- (d) Review all steps again and resave “Practical Part Question 03.xlsx”

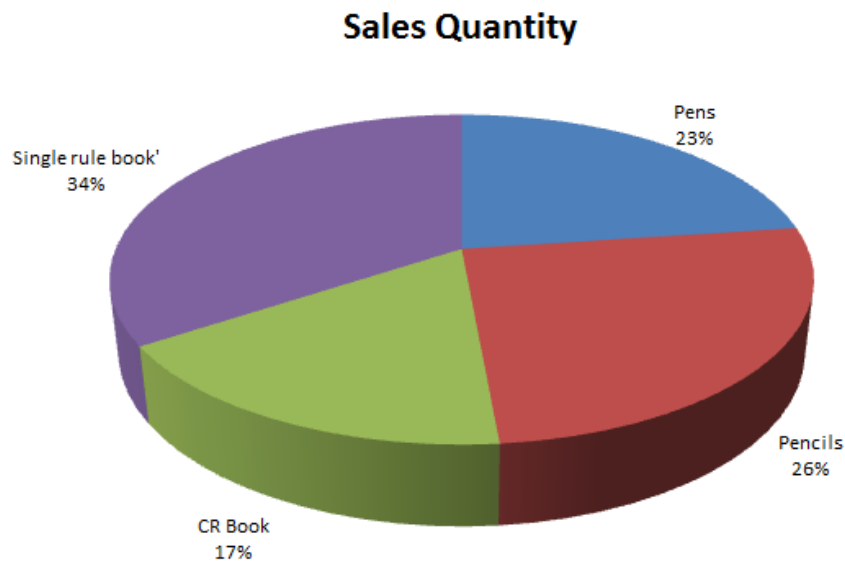
**(Total 15 Marks)**

**Question No. 04 (12 Marks)**

The following table illustrates the Sales sheet by Manjula Agency Co. (Pvt) Ltd.

	A	B	C	D	E	F	G	H
1	Product	Unit Price	Quantity	Price	Discount 1%	Amount to be paid		
2	Pens	12.50	8					
3	Pencils	9.00	9					
4	CR Book	47.50	6					
5	Single rule book'	17.50	12					
6								
7								
8								

- (a) Use excel sheet and enter above data.
- (b) Calculate the Price, Discount 1% and Amount to be paid.
- (c) Create below chart.



- (d) Save the excel sheet as "Question No 04.xlsx" in examination folder.

**(Total 12 Marks)**

## Question No. 05 (10 Marks)

Design the following 5 slides using PowerPoint for the following instruction (All picture including Exam folder).

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

### Fundamental concepts

- Writing can be logically organized in to **letters, words, sentences, paragraphs, and documents.**

**How can you organize data logically ?**

### Logical Data Elements in IS

The diagram shows a cylinder representing a 'Human Resource Database'. The cylinder is divided into two sections: 'Payroll File' and 'Benefits File'. Below the cylinder is a pyramid-shaped base representing data records. The base is divided into four columns, each representing an 'Employee Record' (Record 1, Record 2, Record 3, and Record 4). Each record has three fields: Name Field, SS No. Field, and Insurance Field. The data for each record is as follows:

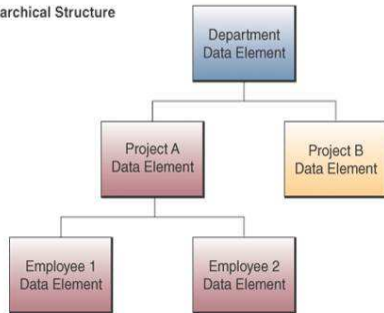
Employee Record 1			Employee Record 2			Employee Record 3			Employee Record 4		
Name Field	SS No. Field	Salary Field	Name Field	SS No. Field	Salary Field	Name Field	SS No. Field	Insurance Field	Name Field	SS No. Field	Insurance Field
Jones T. A.	275-32-3874	20,000	Klugman J. L.	349-88-7913	28,000	Alvarez J.S.	542-40-3718	100,000	Porter M.L.	617-87-7915	50,000

### Database Structures

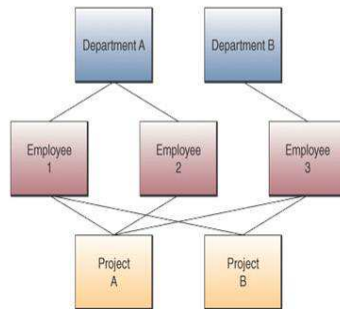
- Relationship among the many individual data elements stored in a database are based on logical data structure/model.
- Common database structures...
  - ▣ Hierarchical
  - ▣ Network
  - ▣ Relational
  - ▣ Object-oriented
  - ▣ Multi-dimensional

# Hierarchical vs. Network structures

Hierarchical Structure



Network Structure



# Relational Structure

Department Table

Deptno	Dname	Dloc	Dmgr
Dept A			
Dept B			
Dept C			

Employee Table

Empno	Ename	Etitle	Esalary	Deptno
Emp 1				Dept A
Emp 2				Dept A
Emp 3				Dept B
Emp 4				Dept B
Emp 5				Dept C
Emp 6				Dept B

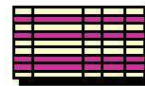
Most widely used structure

- Data elements are stored in tables
- Row represents a record; column is a field
- Can relate data in one file with data in another, if both files share a common data element

# Relational Operations

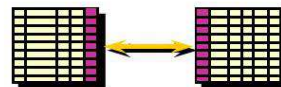
## Select

- Create a subset of records that meet a stated criterion
  - Example: employees earning more than \$30,000



## Join

- Combine two or more tables temporarily
- Looks like one big table



## Project

- Create a subset of columns in a table



(Total 10 Marks)

**Question No. 06 (10 Marks)**

Admission No	Name	DOB	Sex
556781	Saman	3/5/1999	M
556782	Kumara	3/12/1999	M
556783	Anura	3/29/1999	M
556784	Nimal	1/20/2000	M
556785	Manjula	2/16/1999	F

Index No	Admission No	Total marks	Class
0001	556781	569	10A
0002	556782	741	10B
0003	556783	521	10A
0004	556784	692	10A
0005	556785	589	10B

Receipt No	Admission No	Term	Fees
CB0001	556781	1s1	32000
CB0002	556782	1st	32000
CB0003	556783	1st	32000
CB0004	556784	1st	32000
CB0005	556785	1st	32000

**You are required to:**

- (a) Create suitable database and create Tables and enter above data & relate it.
- (b) Create database name “practical Question 06”.

**(Total 10 Marks)**  
End of Part II  
End of Practical Paper