Computerised Bookkeeping (CPBK)

FINAL EXAM

QUESTION PAPER

12 May 2021

ICB — ACCREDITED BUSINESS QUALIFICATIONS

THIS EXAM PAPER CONSISTS OF 180 MARKS – 3 ½ HOURS (INCLUDING READING TIME)

SECTION A: SHORT QUESTIONS - COMPULSORY

QUESTION 1:	20 MULTIPLE CHOICE QUESTIONS	40 MARKS

SECTION B: ALL QUESTIONS ARE COMPULSORY

QUESTION 1:	MICROSOFT OFFICE AND THE MONTHLY BOOKKEEPING CYCLE	30 MARKS
QUESTION 2:	COMPUTERISED ACCOUNTING AND THE MONTHLY BOOKKEEPING CYCLE	30 MARKS
QUESTION 3:	SCREENSHOT QUESTIONS ON MICROSOFT OFFICE	40 MARKS
QUESTION 4:	SCREENSHOT QUESTIONS ON COMPUTERISED ACCOUNTING	40 MARKS

INSTRUCTIONS:-

1. This paper is 3 hours long, with an additional 30 minutes reading time.
2. Check that you have the correct number of pages. The questions must be answered in the answer book provided.
3. Attempt the questions where you feel confident that you can get the most marks for first. The mark allocation is an indication of the amount of time that should be allocated to each question. Answer all the questions even if you don't quite finish each one. Remember not to leave out a whole question/s.
4. Please be neat, as illegible handwriting cannot be marked. You must write in blue or black ink. In practice, it is unacceptable for Bookkeepers to use correcting fluid (Tipp-ex). Marks will be deducted for the use of correction fluid.
5. Ensure that you complete the exam feedback form at the back of this exam answer book.
6. Upon completion of your final exam, make sure that you hand in both your answer book and question paper to the invigilator. You may NOT retain this question paper.
7. Warning. This exam is protected by law. You cannot take this exam paper with you, copy it, or sell it. If you do, we can:
   - expel you from the ICB and stop you from registering for courses (or writing any exams) in the future,
   - publish your name and what you have done on the internet so that interested people can check whether you are on the list before employing you, and
   - report you to the police, which may result in you going to jail or being fined.

[Computerised Keeping Exam Papers](#)

IM Harris

Computerised Keeping Exam Papers:

This book delves into Computerised Keeping Exam Papers. Computerised Keeping Exam Papers is a crucial topic that needs to be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Computerised Keeping Exam Papers, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:

    - Chapter 1: Introduction to Computerised Keeping Exam Papers
    - Chapter 2: Essential Elements of Computerised Keeping Exam Papers
    - Chapter 3: Computerised Keeping Exam Papers in Everyday Life
    - Chapter 4: Computerised Keeping Exam Papers in Specific Contexts
    - Chapter 5: Conclusion

2. In chapter 1, this book will provide an overview of Computerised Keeping Exam Papers. This chapter will explore what Computerised Keeping Exam Papers is, why Computerised Keeping Exam Papers is vital, and how to effectively learn about Computerised Keeping Exam Papers.
3. In chapter 2, this book will delve into the foundational concepts of Computerised Keeping Exam Papers. This chapter will elucidate the essential principles that need to be understood to grasp Computerised Keeping Exam Papers in its entirety.
4. In chapter 3, this book will examine the practical applications of Computerised Keeping Exam Papers in daily life. This chapter will showcase real-world examples of how Computerised Keeping Exam Papers can be effectively utilized in everyday scenarios.
5. In chapter 4, this book will scrutinize the relevance of Computerised Keeping Exam Papers in specific contexts. This chapter will explore how Computerised Keeping Exam Papers is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, the author will draw a conclusion about Computerised Keeping Exam Papers. The final chapter will summarize the key points that have been discussed throughout the book.
   This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Computerised Keeping Exam Papers.

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