



# Computerised Bookkeeping (CPBK)

**FINAL EXAM**

**QUESTION PAPER**

**12 May 2021**

**THIS EXAM PAPER CONSISTS OF 180 MARKS – 3 ¼ 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.
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**Scott C. Dulebohn**



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