



# ICB

ACCREDITED BUSINESS  
QUALIFICATIONS

## Computerised Bookkeeping (CPBK)

FINAL EXAM

QUESTION PAPER

09 November 2022

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

<b>QUESTION 1:</b>	20 MULTIPLE CHOICE QUESTIONS	40 MARKS
<b>QUESTION 2:</b>	MICROSOFT OFFICE AND THE MONTHLY BOOK-KEEPING CYCLE	30 MARKS
<b>QUESTION 3:</b>	COMPUTERISED ACCOUNTING AND THE MONTHLY BOOK-KEEPING CYCLE	30 MARKS
<b>QUESTION 4:</b>	SCREENSHOT QUESTIONS ON MICROSOFT OFFICE	40 MARKS
<b>QUESTION 5:</b>	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 correction fluid (Tipp-ex). Marks will be deducted for the use of correction fluid.
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