



Computerised Bookkeeping (CPBK)

FINAL EXAM

QUESTION PAPER

09 November 2022

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

QUESTION 1:	20 MULTIPLE CHOICE QUESTIONS	40 MARKS
QUESTION 2:	MICROSOFT OFFICE AND THE MONTHLY BOOK-KEEPING CYCLE	30 MARKS
QUESTION 3:	COMPUTERISED ACCOUNTING AND THE MONTHLY BOOK-KEEPING CYCLE	30 MARKS
QUESTION 4:	SCREENSHOT QUESTIONS ON MICROSOFT OFFICE	40 MARKS
QUESTION 5:	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, include your answer book in the inserts section of your Portfolio of Evidence (PoE). The entire PoE must be handed in for marking by the ICB. You may **NOT** retain this question paper. It must be inserted into the PoE.
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