



# 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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**Mastering Book-Keeping** Peter Marshall, 2011-06-01 Double entry accounting can be easy if it s explained well and Mastering Book keeping does just that Now in its updated 8th edition this popular book has helped thousands of people to get to grips with book keeping It explains the principles and practice of book keeping sequentially and includes The daybooks and ledger accounts End of year accounting Sole proprietorships limited companies partnerships and not for profit organisations Using computers for accounting Accounting for VAT Progressing to more advanced management accounting The implications of the Data Protection Act 1998 on book keepers Plus step by step guides to compiling a balance sheet depreciation accounting for bad and doubtful debts and much more Everything is made clear with easy to follow explanations Typical transactions are illustrated throughout to make the information even easier to understand This book is suitable for those preparing for the examinations of ICB AAT IAB OCR AQA and all other courses in book keeping and accounts

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