



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)

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 correction 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.
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:
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Annelies Wilder-Smith



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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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Table of Contents Icb Question Papers

1. Understanding the eBook Icb Question Papers
 - The Rise of Digital Reading Icb Question Papers
 - Advantages of eBooks Over Traditional Books
2. Identifying Icb Question Papers
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Icb Question Papers
 - User-Friendly Interface
4. Exploring eBook Recommendations from Icb Question Papers

- Personalized Recommendations
 - Icb Question Papers User Reviews and Ratings
 - Icb Question Papers and Bestseller Lists
5. Accessing Icb Question Papers Free and Paid eBooks
 - Icb Question Papers Public Domain eBooks
 - Icb Question Papers eBook Subscription Services
 - Icb Question Papers Budget-Friendly Options
 6. Navigating Icb Question Papers eBook Formats
 - ePub, PDF, MOBI, and More
 - Icb Question Papers Compatibility with Devices
 - Icb Question Papers Enhanced eBook Features
 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Icb Question Papers
 - Highlighting and Note-Taking Icb Question Papers
 - Interactive Elements Icb Question Papers
 8. Staying Engaged with Icb Question Papers
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Icb Question Papers
 9. Balancing eBooks and Physical Books Icb Question Papers
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Icb Question Papers
 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 11. Cultivating a Reading Routine Icb Question Papers
 - Setting Reading Goals Icb Question Papers
 - Carving Out Dedicated Reading Time
 12. Sourcing Reliable Information of Icb Question Papers

- Fact-Checking eBook Content of Icb Question Papers
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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