1.6 A string variable is also commonly referred to as a/an:

(A) multi-dimensional array  
(B) single variable  
(C) one- or single-dimensional array  
(D) alphabetical array.

1.7 The external level of a database is:

(A) closest to the physical storage  
(B) closest to the end-user  
(C) in-between the external and internal levels  
(D) (A) and (B) only.

1.8 To print a customer's age analysis in Pastel, you will need to execute the following steps:

(A) View, Customers, Monthly/Periodic, Age analysis  
(B) View, Customers, Detail Ledger, Age analysis  
(C) View, Customers, Print Document, Age analysis  
(D) View, Customers, Balances, Age analysis.

1.9 When recording and updating sales invoices, the ______

(A) sales account is debited with the net sales, the VAT control account is debited with input tax and the customer's account is credited with the full amount.

(B) sales account is credited with the net sales, the VAT control account is credited with output tax and the customer's account is debited with the full amount.

(C) sales account is debited with the gross sales, the VAT control account is credited with input tax and the customer's account is credited with the net sales.

(D) sales account is credited with the gross sales, the VAT control account is debited with output tax and the customer's account is debited with the net sales.

1.10 A report that should print before you do a year-end procedure in an accounting package is:

(A) a detail listing of debtors and creditors information  
(B) a balance sheet  
(C) a detail customer age analysis  
(D) all of the above.

QUESTION 2 (10 marks)

Indicate whether the following statements are TRUE or FALSE. Only write the word TRUE or FALSE next to the question number. Each correct answer counts one (1) mark.

2.1 The status bar in Excel is located at the top of the workbook window.  

2.2 When you right click anywhere on the status bar in an Excel workbook it will display the range pop-up menu.
2.3 You can select the entire worksheet by clicking on the select all button situated above the first row and to the left of the A column.

2.4 It is impossible to process data into information without using a computer.

2.5 Data can be summarised by extracting specific data and reporting this summary as information to the user.

2.6 Calculations on data involves arranging the data into specific sequence, either numerically or alphabetically.

2.7 When customer invoice batch entries are made, it will be displayed in the various customer accounts.

2.8 The bank reconciliation will show all outstanding deposits and payments in the cashbook before an update is done.

2.9 Entries with the same reference number such as a deposit with many customer receipts, will be grouped as one total in the bank reconciliation.

2.10 In the sales history file the authenticity check will be performed to ensure that the customer is not blocked for a certain reason.

QUESTION 3 (12 marks)

INFORMATION SYSTEM PROCESSING

3.1 "The choice of an appropriate information processing system is vital to any business, to ensure its competitiveness".

REQUIRED:

List four (4) factors a business needs to consider when choosing an appropriate information processing system.

3.2 "Different combinations of systems (with regard to input, processing and output) can be employed by a business."

REQUIRED:

Name four (4) typical processing systems (input, processing and output) used by a business.

3.3 "The storage of data that needs to be retrieved and processed on a regular basis can be organised effectively using databases."

REQUIRED:

Name four (4) components of a database system.
QUESTION 4 (10 marks)

WINDOWS

One of the key features of the Windows operating system is its ability to do multi-tasking.

REQUIRED:

4.1 List six (6) ways that you can organise windows on a desktop.  (6)

4.2 Write down one (1) important purpose of each of the following icons in Windows:

4.2.1 My Computer —

4.2.2 Network Neighborhood —

4.2.3 Online Services —

4.2.4 Recycle Bin —

QUESTION 5 (8 marks)

WINDOWS

"Scroll bars are displayed in any window that has information that goes beyond the borders of the window. The user can use scroll bars to view parts of a window that does not fit on the screen."

REQUIRED:

5.1 View the window at the bottom of the screen one line at a time. —  (1)

5.2 View the window at the bottom of the screen one screen at a time. —  (1)

5.3 View the window at the bottom of the screen continuously. —  (2)

5.4 View the window on the right hand side of the screen. —  (2)

5.5 View any part of a window. —  (2)
**QUESTION 6 (12 marks)**

**EXPENDITURE CYCLE**

In this cycle cash is being converted into finished goods. The expenditure cycle starts with identifying the need for goods, searching for the best supplier, ordering the required goods, where necessary returning faulty goods and finally paying for the goods.

After the agreement with the best supplier has been finalised, it is time for ordering the required goods. The purchase order is the official document that is sent to the supplier so that they will supply the required goods.

After receiving the goods in good order, the financial department will convert the purchase order into a purchase invoice.

**REQUIRED:**

List and describe the information stored in the six (6) files which will be affected when the batch of purchase invoices is updated to the system.

**QUESTION 7 (5 marks)**

**FINANCIAL MANAGEMENT CYCLE**

The financial management cycle comprises of the system maintenance, journal entries and financial reporting. As you know these activities are the culmination of all other cycles within the accounting information system. Through the correct system configuration and by entering additional journal entries the system is ready for extracting financial results to enable financial planning to take place.

General journal entries are often created manually or may be created internally and automatically by the system. This is an accounting record of original entry because it reflects transactions expressed in debits and credits.

**REQUIRED:**

List the five (5) files which will be affected when the batch of journal entries is updated to the system.

**QUESTION 8 (6 marks)**

**FINANCIAL MANAGEMENT CYCLE**

At the end of the financial year you need to run the year-end procedures. This process is fully automated, and prepares the system for processing in the new financial year. During the procedure relevant account balances and budgets are transferred, transactions deleted, date parameters changed, etc.

**REQUIRED:**

List the six (6) checks the system will perform before executing the year-end procedures.
**EXCEL**

The following spreadsheet is presented to you with all of the stock items available at ABC (Pty) Ltd.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Item</td>
<td>Total issued</td>
<td>Sold</td>
<td>Available balance</td>
<td>Price per item</td>
</tr>
<tr>
<td>3</td>
<td>Hard drive</td>
<td>100</td>
<td>75</td>
<td>25</td>
<td>R65.00</td>
</tr>
<tr>
<td>4</td>
<td>Stiffy drive</td>
<td>88</td>
<td>9</td>
<td>79</td>
<td>R99.00</td>
</tr>
<tr>
<td>5</td>
<td>CD Rom</td>
<td>176</td>
<td>123</td>
<td>53</td>
<td>R35.00</td>
</tr>
<tr>
<td>6</td>
<td>Sound card</td>
<td>50</td>
<td>35</td>
<td>15</td>
<td>R70.00</td>
</tr>
<tr>
<td>7</td>
<td>Total</td>
<td>172</td>
<td>26</td>
<td>12351</td>
<td></td>
</tr>
</tbody>
</table>

**REQUIRED:**

Use the information displayed in the above spreadsheet to answer the following questions:

9.1 Which spreadsheet formula should be entered into cell address D5 to calculate the available balance of CD ROM's in stock? (2)

9.2 Which spreadsheet formula should be entered into cell address E4 to calculate the value of Stiffy drives available in stock? $V_4 + V_5 + V_6 = V_7$ (2)

9.3 Which spreadsheet formula should be entered into cell address F7 to calculate the total value of items available? (2)

9.4 What is the total Rand-value to be displayed in F7? $70 \times 15 = 1050$ (1)

[TURN OVER]
9.5 Which spreadsheet formula should be entered into cell address F9 to calculate the highest price of stock items? (2)

9.6 Which spreadsheet formula should be entered into cell address F11 to calculate the average price of stock? (2)

9.7 Which spreadsheet formula should be entered into cell address F13 to calculate the lowest price of stock items? (2)

9.8 Which spreadsheet formula should be entered into cell address F15 to calculate the number of categories of stock items? (2)

**QUESTION 10** (12 marks)

**FORMATTING A WORKSHEET IN EXCEL**

10.1 What would be the biggest difference in your actions between changing the font of one heading in a cell and changing the font of a whole table? (1)

10.2 What would be the easiest way to change a cell’s font from Times New Roman to Arial if your formatting toolbar is displayed? (2)

10.3 What is the three (3) steps/actions that you need to perform to change a worksheet tab name? (3)

10.4 Describe three (3) ways/methods of selecting a range of cells. (3)

10.5 What is a circular reference? (1)

10.6 Describe two (2) methods of inserting new rows into a worksheet. (2)

TOTAL [100]

QUESTION 1 (10 marks)

Write the correct answer (A, B, C or D) next to the relevant question number. Each correct answer counts one (1) mark.

1.1 When you freeze panes in a window, which cells become frozen in an Excel spreadsheet?

(E) above and to the left of the cell pointer
(F) above and to the right of the cell pointer
(G) below and to the left of the cell pointer
(H) below and to the right of the cell pointer.

1.2 When pressing the enter key on the last cell in a range in an Excel spreadsheet, the active cell will return to the:

(A) upper left corner of the range
(B) upper right corner of the range
(C) lower left corner of the range
(D) lower right corner of the range.

1.3 If you would like to check the spelling in a range of cells in an Excel spreadsheet you would:

(A) select the range, click on file button and select the spelling button
(B) select the spelling button
(C) select the range and click on the spelling button
(D) select the range, right click with the mouse and select spelling.

1.4 Three of the six main components of a data communication system are:

(A) communication channels, software and printers
(B) communication control devices, printers and terminal devices
(C) communication channels, communication control devices and ASCII characters
(D) communication channels, software and terminal devices.

1.5 Initially, operating systems were ____________, whereby cryptic commands had to be entered by the user. One of the main alternatives to this initial operating system was:

(A) menu driven; natural language processing
(B) graphical user interface; voice recognition
(C) command driven; three-dimensional spatial interfaces
(D) command driven; the menu interface.
1.6 The different topologies or configurations used to link devices in a network are:

(A) delta, step-down, star and ring networks
(B) delta, wide area, value-added and star networks
(C) hierarchical, star, ring and bus networks
(D) step-down, value-added, hierarchical and bus networks.

1.7 The following options appear on the task bar in Windows:

(A) notification area, desktop and the background
(B) notification area, start button and the clock
(C) start button, title bar and the ‘Recycle Bin’ icon
(D) the clock, the start button and ‘My Computer’ icon.

1.8 To print a customer’s age analysis in Pastel, you will need to execute the following steps:

(A) View, Customers, Monthly/Periodic, Age analysis
(B) View, Customers, Detail Ledger, Age analysis
(C) View, Customers, Print Document, Age analysis
(D) View, Customers, Balances, Age analysis.

1.9 When recording and updating sales invoices, the……:

(A) sales account is debited with the net sales, the VAT control account is debited with input tax and the customer’s account is credited with the full amount.
(B) sales account is credited with the net sales, the VAT control account is credited with output tax and the customer’s account is debited with the full amount.
(C) sales account is debited with the gross sales, the VAT control account is credited with input tax and the customer’s account is credited with the net sales.
(D) sales account is credited with the gross sales, the VAT control account is debited with output tax and the customer’s account is debited with the net sales.

1.10 A report that should print before you do a year-end procedure in an accounting package is:

(A) a detail listing of debtors and creditors information
(B) a balance sheet
(C) a detail customer age analysis
(D) all of the above.

QUESTION 2 (10 marks)

Indicate whether the following statements are TRUE or FALSE. Only write the word TRUE or FALSE next to the question number. Each correct answer counts one (1) mark.

2.1 The status bar in Excel is located at the top of the workbook window.

2.2 When you right click anywhere on the status bar in an Excel workbook it will display the range pop-up menu.
2.3 You can select the entire worksheet by clicking on the select all button situated above the first row and to the left of the A column.

2.4 Plug and play as well as 16 bit multi-tasking are two of the more useful new features from a user's perspective which were added to Windows 95.

2.5 The Find option which is available from the start menu, enables you to find any file or folder, anywhere on your hard disk, floppy disk or network, using a variety of search criteria.

2.6 When you 'double click' with your mouse, you reposition an item or you highlight an object.

2.7 When customer invoice batch entries are made, it will be displayed in the various customer accounts.

2.8 The bank reconciliation will show all outstanding deposits and payments in the cashbook before an update is done.

2.9 Entries with the same reference number such as a deposit with many customer receipts, will be grouped as one total in the bank reconciliation.

2.10 In the sales history file the authenticity check will be performed to ensure that the customer is not blocked for a certain reason.

[10]

**QUESTION 3 (12 marks)**

**DATA COMMUNICATION AND DATABASES**

3.1 Name any four (4) categories of networks according to size or geographical dispersion. (4)

3.2 List four (4) network topologies. (4)

3.3 List four (4) major advantages of database technology. (4)

[12]

**QUESTION 4 (10 marks)**

**WINDOWS**

One of the key features of the Windows operating system is its ability to do multi-tasking.

**REQUIRED:**

4.1 List six (6) ways that you can organise windows on a desktop. (6)

4.2 Write down one (1) important purpose of each of the following icons in Windows:

   4.2.1 My Computer

   4.2.2 Network Neighborhood

   4.2.3 Online Services

   4.2.4 Recycle Bin (4)

[10]

[TURN OVER]
QUESTION 5 (8 marks)

WINDOWS

"Scroll bars are displayed in any window that has information that goes beyond the borders of the window. The user can use scroll bars to view parts of a window that does not fit on the screen."

REQUIRED:

Explain for each of the following what you would do to the scroll bar to view the following portions of the windows:

5.1 View the window at the bottom of the screen one line at a time. (1)
5.2 View the window at the bottom of the screen one screen at a time. (1)
5.3 View the window at the bottom of the screen continuously. (2)
5.4 View the window on the right hand side of the screen. (2)
5.5 View any part of a window. (2)

QUESTION 6 (14 marks)

THE GENERAL LEDGER, FIXED ASSETS AND FINANCIAL REPORTING

The general ledger is the cornerstone of the accounting information system and the main supplier of comprehensive financial information to management.

REQUIRED:

6.1 The on-line general ledger, fixed assets and financial reporting system enable us to make enquiries interactively. Name the seven (7) screen displays or printed documents that enable us to make such enquiries. (7)

6.2 One of the objectives of the general ledger is proper organisation. A list of general ledger accounts is the basis of this organisation. List the elements that a chart of accounts should consist of in order to properly organise the general ledger. (3)

6.3 Name four (4) operational listings and reports that are used for general control purposes. (4)

QUESTION 7 (9 marks)

PURCHASE ORDERS AND GOODS RECEIVED

7.1 The data sources (or source documents) used in the purchasing and receiving function are based mainly on inputs from inventory, managers and suppliers.

REQUIRED:

Name four (4) source documents that could be used in the purchasing and receiving function. (4)
7.2 The database is structured as a network of interrelated records, which can be grouped into inventory, or goods- and services related records and supplier-related records.

**REQUIRED:**

Name five (5) database records that you will find in the purchase orders and goods received function. 

(5)

**QUESTION 8 (15 marks)**

**EXCEL**

The following spreadsheet is presented to you with all of the stock items available at ABC (Pty) Ltd.

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Quantity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Item</td>
<td>Total issued</td>
<td>Sold</td>
<td>Available balance</td>
<td>Price per item</td>
<td>Value of items available</td>
</tr>
<tr>
<td>3</td>
<td>Hard drive</td>
<td>100</td>
<td>75</td>
<td>?</td>
<td>R65.00</td>
<td>?</td>
</tr>
<tr>
<td>4</td>
<td>Stiffy drive</td>
<td>88</td>
<td>9</td>
<td>?</td>
<td>R99.00</td>
<td>?</td>
</tr>
<tr>
<td>5</td>
<td>CD Rom</td>
<td>176</td>
<td>123</td>
<td>?</td>
<td>R35.00</td>
<td>?</td>
</tr>
<tr>
<td>6</td>
<td>Sound card</td>
<td>50</td>
<td>35</td>
<td>?</td>
<td>R70.00</td>
<td>?</td>
</tr>
<tr>
<td>7</td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Highest price of stock items</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>?</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Average price of stock</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>?</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Lowest price of stock items</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>?</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Number of categories of stock items</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>?</td>
</tr>
</tbody>
</table>

[TURN OVER]
REQUIRED:

Use the information displayed in the above spreadsheet to answer the following questions:

8.1 Which spreadsheet formula should be entered into cell address D6 to calculate the available balance of CD ROM's in stock? (2)

8.2 Which spreadsheet formula should be entered into cell address F4 to calculate the value of stiffy drives available in stock? (2)

8.3 Which spreadsheet formula should be entered into cell address F7 to calculate the total value of items available? (2)

8.4 What is the total Rand-value to be displayed in F7? (1)

8.5 Which spreadsheet formula should be entered into cell address F9 to calculate the highest price of stock items? (2)

8.6 Which spreadsheet formula should be entered into cell address F11 to calculate the average price of stock? (2)

8.7 Which spreadsheet formula should be entered into cell address F13 to calculate the lowest price of stock items? (2)

8.8 Which spreadsheet formula should be entered into cell address F15 to calculate the number of categories of stock items? (2)

QUESTION 9 (12 marks)

FORMATTING A WORKSHEET IN EXCEL

9.1 What would be the biggest difference in your actions between changing the font of one heading in a cell and changing the font of a whole table? (1)

9.2 What would be the easiest way to change a cell's font from Times New Roman to Arial if your formatting toolbar is displayed? (2)

9.3 What is the three (3) steps/actions that you need to perform to change a worksheet tab name? (3)

9.4 Describe three (3) ways/methods of selecting a range of cells. (3)

9.5 What is a circular reference? (1)

9.6 Describe two (2) methods of inserting new rows into a worksheet. (2)

TOTAL [100]