

Software for Businesses.

Assessment Task

Software for businesses (Individual activity) (LO3 AS4)

Answer the following questions in your workbook.

a) Name the software programs from the Microsoft Office package that can be used for each of the following:

(i) Creating databases

(ii) Creating correspondence

(iii) Creating spreadsheets

[3 marks]

b) Name four popular accounting programs that businesses can use in South Africa.

[4 marks]

c) What is the benefit of using computer accounting programs?

[1 mark]

d) Why is it important for an accounting program to be user-friendly?

[2 marks]

[Total: 10 marks]