

Grade 9 EMS Worksheet

Software for businesses

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]

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Solutions

Question number	Possible marks	Solution
1	10	<p>a) (i) MSAccess (ii) MSWord (iii) MSExcel [3 marks]</p> <p>b) MSExcel, Quickbooks, Pastel, EasyBooks [4 marks]</p> <p>c) It saves a business time and money. It helps the business keep track of documents. It reduces the paperwork. (any one) [1 mark]</p> <p>d) Business people are often busy and don't have much time to spend on learning to use an electronic accounting program. Training people to use complicated programs costs a lot of money. Employees would need support after their training if the program is too complicated. [2 marks]</p>