

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) MSEExcel [3 marks]</p> <p>b) MSEExcel, 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>