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]
### Solutions

<table>
<thead>
<tr>
<th>Question number</th>
<th>Possible marks</th>
<th>Solution</th>
</tr>
</thead>
</table>
| 1               | 10             | a) (i) MSAccess  
(ii) MSWord  
(iii) MSExcel | [3 marks] |
|                 |                | b) MSEExcel, Quickbooks, Pastel, EasyBooks | [4 marks] |
|                 |                | c) It saves a business time and money. It helps the business keep track of documents. It reduces the paperwork. (any one) | [1 mark] |
|                 |                | 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] |