Using Sage 50 Accounting 2021 (Canadian) 1st edition Purbhoo Test Bank

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CHAPTER 1 QUESTIONS (Getting Started)

1. When first opening the Sage 50 program you will be asked to choose –
   a. select an existing company
   b. to create a new company
   c. restore from backup
   d. any one of the above

2. To see that your working copy contains all the files from the data folder –
   a. open the sample company
   b. open the appropriate drive to verify data folders and files
   c. show the select company window at startup
   d. create a new company

3. The save function automatically –
   a. saves changes to the data file and the backup file at same time
   b. saves changes as another file and keep it open
   c. takes place each time you close a data file
   d. restores a file that was previously saved

4. The Sage 50 help function will –
   a. give information on using the Sage 50 program
   b. give other information about the program
   c. give information about accounting procedures and practices
   d. give you advice on all of the above items

5. Sage 50 Advice, the Help Menu, the Status Bar and the Tool Buttons –
   a. are other textbooks on the Sage 50 Program
   b. are various methods available for on-screen assistance
   c. allow you to make changes to the journal entries
   d. allow you to make changes to the ledger accounts

6. The home window main menu bar contains such functions as –
   a. file, view, setup, business assistant, maintenance, reports, history, help, support
   b. tool buttons, sizing buttons, open buttons, close buttons
   c. recording general journal entries
   d. recording general ledger entries

7. The Sage 50 home window does not display –
   a. icons for the ledger accounts
   b. icons for ledgers and journals
   c. icons for individual accounts
   d. icons for the journals

8. Which one of the following comments is not true of the Sage 50 program –
   a. the help menu may be removed or hidden
   b. the automatic advice option may be turned off or on
   c. the shortcuts may be removed or changed
   d. the home window modules may be removed or hidden

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9. The Sage 50 Business Advice topics –
   a. give information on various ledger accounts
   b. give other information on various journals
   c. general business information or accounting practices
   d. give you advice on how to proceed to the advice tool

10. To change date format settings in the Sage 50 data file, you must access –
   a. the Sage program system settings screen
   b. the Windows control panel screen
   c. the Windows explorer properties menu
   d. none of the above

11. The save as function will automatically –
   a. save changes to the data file in a compressed backup version
   b. save changes as another file and keep the new file open
   c. save changes as another file and keep the original file open
   d. restore a file that was previously saved

12. The backup function will automatically –
   a. create a compressed backup version of the current file and close the current file
   b. save changes as another file and keep the new file open
   c. create a compressed backup version of the current file and keep the original file open
   d. restore a file that was previously saved

13. The save a copy function will automatically –
   a. save changes to the data file and the backup file at same time
   b. save changes as another file and keep the new file open
   c. save changes as another file and keep the original file open
   d. restore a file that was previously saved

14. When you work with a DVD you cannot –
   a. back up your data files to the DVD
   b. make a copy of your data with the save a copy command
   c. open a working copy of your data file
   d. perform any of the above actions

15. To restore a classic view home window from an enhanced view module window you should –
   a. choose classic view from the view menu
   b. choose the classic view tool in the module window
   c. choose restore from the home window help menu
   d. choose switch to classic view in the module window

16. To find help on a topic in Sage 50 you would –
   a. find the topic on the help window contents tab screen
   b. find the topic on the help window index tab screen
   c. enter the topic on the help window search tab screen
   d. all of the above may provide the help you need

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17. Before you use the Sage 50 program you must –
    a. install the program
    b. install the data files you want to work with
    c. register and activate the program
    d. all of the above

18. The date format used in a Sage 50 data file –
    a. is the same as in other Windows programs on your computer
    b. applies to all Sage 50 data files
    c. is set for the individual data file
    d. cannot be changed after you set it up

19. Registering the Sage 50 program –
    a. is necessary to continue using the program
    b. is required before you can create new company data files
    c. occurs automatically after you install the program
    d. is required annually to continue using the program

20. To access the journals for the any Sage 50 module you should –
    a. click the item in the modules pane list to show the journal icons
    b. click the particular module column heading in the classic view
    c. choose the desired module from the view menu
    d. do nothing, all icons are always available

21. When you restore a file from a backup, you must –
    a. accept the default file name and location for the restored file
    b. verify that you are replacing the backup file
    c. verify that you are using the correct version of Sage 50 for your data
    d. press Back to change any of your selections

22. Home window tool icons in Sage 50 –
    a. are the same in the classic and enhanced view
    b. are shortcuts for accessing features provided by some menu options
    c. provide access to journals
    d. provide access to ledger windows

23. Before opening a data file with the Student version of Sage 50, you must –
    a. choose to activate the program from the help menu
    b. enter the key code and activation code at the beginning of the installation procedure
    c. get the activation code from the online registration process after installing the program
    d. get the activation code from the online registration before installing the program

24. Payroll activation –
    a. is not required for the Student version of Sage 50
    b. is required before you can open a Sage 50 data file that uses payroll
    c. is required within 15 days of starting to use the Sage 50 program
    d. is required for all versions of the Sage 50 program before you can use the payroll features

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25. To activate the Student version of Sage 50 –
    a. open any data file and choose Activate from the help menu
    b. open any data file and choose Activate from the home window file menu
    c. registration and activation are not required for the Student version of Sage 50
    d. none of the above

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CHAPTER 1: ANSWERS

1. d. any one of the above
2. b. open the appropriate drive to verify data folders and files
3. c. takes place each time you close a data file
4. d. give you advice on all of the above items
5. b. are various methods available for on-screen assistance
6. a. file, view, setup, business assistant, maintenance, reports, history, help, support
7. c. icons for individual accounts
8. a. the help menu may be removed or hidden
9. c. general business information or accounting practices
10. a. the Sage program system settings screen
11. b. save changes as another file and keep the new file open
12. c. create a compressed backup version of the current file and keep the original file open
13. b. save changes as another file and keep the original file open
14. d. perform any of the above actions
15. d. choose switch to classic view in the module window
16. d. all of the above may provide the help you need
17. a. install the program
18. c. is set for the individual data file
19. a. is necessary to continue using the program
20. a. click the item in the modules pane list to show the journal icons
21. d. press Back to change any of your selections
22. b. are shortcuts for accessing features provided by some menu options
23. c. get the activation code from the online registration process after installing the program
24. a. is not required for the Student version of Sage 50
25. d. none of the above

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