

<b>1) Write these numbers in words</b>	
10	
2500	
745623	
1000525	

<b>2) Write these words into numbers</b>	
twenty five	
nine hundred and forty four	
two hundred thousand	
one and a half million	

<b>3) Arrange the following numbers in ascending order:</b>	
2, 24, 96, 17, 23, 1, 45, 58, 33, 62	
<b>Arrange the following numbers in descending order:</b>	
6, 324, 496, 217, 230, 185, 445, 582, 333, 626	

<b>4) Complete the questions below based on the following information:</b>	
<b>COURSE</b>	<b>STUDENTS ENROLLED</b>
AAT L1 bookkeeping	25
AAT L1 computerised accounts	28
AAT L2 accounting	54
AAT L3 accounting	35
AAT L4 accounting	32
<b>Which course has the most students enrolled?</b>	
<b>Which course has the least students enrolled?</b>	

<b>5) As a full time student (5 days per week), the cost for a each journey by bus is £2.90 per trip</b>	
Weekly cost:	
<b>Or if you got a daily return the cost per trip to college is £3.50 per day</b>	
Weekly cost:	
<b>Or the weekly pass costs £20.00 for any bus. At any time of day</b>	
What is the average cost per journey for a weekly pass?	
Which pass would you buy?	
<b>If you had to go to college only 3 days per week, calculate:</b>	
Cost per £2.90 per journey	
Cost per daily return at £3.50 per day	
Cost of weekly pass	

<b>6) Round these figures to the nearest whole number</b>	
24.51	
63.64	
125.87	
975.49	
1020.58	

<b>7) Round these figures to the nearest 2 decimal places</b>	
34.758	
63.257	
147.863	
987.456	
1020.452	

<b>8) Why does the bookkeeper need to ensure confidentiality of customer information?</b>	<b>(Tick correct answer)</b>
To keep the Boss happy	
Because they were told to	
To adhere to GDPR regulations	

9) What makes a strong password?	(Tick correct answer)
Your name	
Your dogs name	
A mixture of letters, numbers and symbols	

10) As a bookkeeper what should you do with files on your desk when you go out for lunch?	(Tick correct answer)
Leave them on your desk	
Put them in a secure place	
Take them out to lunch	

11) Complete the following calculations?	
Goods total	£125.00
PLUS VAT	
INVOICE TOTAL	
Goods total	£75.25
PLUS VAT	
INVOICE TOTAL	
Goods total	£146.20
PLUS VAT	
INVOICE TOTAL	
Goods total	
PLUS VAT	
INVOICE TOTAL	£144.00
Goods total	
PLUS VAT	
INVOICE TOTAL	£3,120.00

12) Complete a reply to the following email	

Hi,

*I understand that you would like to enrol onto one of the courses here at Preston's College for Accounting. Can you let me know why you wish to enrol onto this course and what skills you feel you have that would help you with your studies.*

*Kind regards,  
Shirley A Oddie  
Accounting Lecturer*

**Your reply:**