

File: Chapter 01 Introduction to Bellwether Garden Supply

True/False

[QUESTION]

1. If you are not familiar with Microsoft Windows, using Sage 50 will help you become familiar with the Windows operating system.

Answer: True

[QUESTION]

2. The Navigation Bar is on the left side of Sage 50's windows.

Answer: True

[QUESTION]

3. You can close or exit by clicking on the  button on a window's title bar.

Answer: False

Feedback: Close or exit by clicking the  on the title bar.

[QUESTION]

4. Using the function key F7 saves the current record in the maintenance windows.

Answer: False

Feedback: Using the function key F5 saves the current record in maintenance windows.

[QUESTION]

5. Using the function key F1 displays the online help window.

Answer: True

[QUESTION]

6. The function key <F1> displays online help topics for the current window.

Answer: True

[QUESTION]

7. One advantage of Windows is that it standardizes terms and operations used in software programs.

Answer: True

[QUESTION]

8. The only way to access commands in Windows is to use the drop-down menus.

Answer: False

Feedback: Ctrl+Letter and function key shortcuts

[QUESTION]

9. The icons used in Sage 50 are the same on every window.

Answer: False

Feedback: Some Sage 50 icons are common to all windows while others are specific to a particular window.

[QUESTION]

10. Tabs are a common feature on Sage 50 windows.

Answer: True

Multiple Choice

[QUESTION]

11. The name of the Sample Company or companies that are included in the Sage 50 2019 software are called:

- a. Pavilion Garden Supply
- b. Bellwether Garden Supply and Stone Arbor Landscaping
- c. Berkeley Custom Pools & Spas
- d. Stone Arbor Landscaping
- e. Fabrikam, Inc. and Northwind Traders

Answer: b

Difficulty: Easy

Page: 15

[QUESTION]

12. The purpose of using the sample company is to become familiar with:

- a. The software
- b. Accounting procedures
- c. The generally accepted accounting principles
- d. The navigation bars
- e. The navigation centers

Answer: a

Difficulty: Easy

Page: 14

[QUESTION]

13. Sage 50's backup feature works with what other Sage 50 feature:

- a. Import/Export
- b. Save As
- c. Formatting
- d. Restore
- e. Excel

Answer: d

Difficulty: Medium

Page: 24

[QUESTION]

14. The file extension for Sage 50 backup files is:

- a. .pdf
- b. .pbb
- c. .ptb
- d. .pbcx
- e. .xlsx

Answer: c

Difficulty: Medium

Page 23

[QUESTION]

15. To display the size of your backup file, you can use the Windows program called:

- a. File Explorer
- b. Scan disk
- c. Defrag
- d. Windows Accessories
- e. Windows Defender

Answer: a

Difficulty: Medium

Page: 27

[QUESTION]

16. Menu choices that are followed by an ellipsis (...) are associated with:

- a. Text fields
- b. Dialog boxes
- c. The Sales/Invoicing window
- d. Shortcuts
- e. Defaults

Answer: b

Difficulty: Easy

Page: 32

[QUESTION]

17. The Edit menu allows you to do the following:

- a. Cut
- b. Copy
- c. Paste
- d. Clear or delete recorded entries
- e. Find Transactions

Answer: e

Difficulty: Easy

Page: 33

[QUESTION]

18. Commands that Sage 50 automatically selects are called:

- a. Objects
- b. Dialog boxes
- c. Defaults
- d. Shortcuts
- e. Text

Answer: c

Difficulty: Medium

Page: 33

[QUESTION]

19. The Options menu has selections that allow the user to:

- a. Check global settings
- b. Backup
- c. Print reports
- d. Enter journal entries
- e. Post to the general ledger

Answer: a

Difficulty: Easy

Page: 34

[QUESTION]

20. In the computer accounting cycle, the following report is *not* included:

- a. Adjusted trial balance
- b. Unadjusted trial balance
- c. Worksheet
- d. Financial statements
- e. Statement of cash flow

Answer: c

Difficulty: Medium

Page: 47