

Tips on entering answers for the Final Exam essays

Copy and paste from the spreadsheet toolkit:

There is a spreadsheet toolkit within Exemplify for the essay questions. However, please note that any workings done in the spreadsheet within Exemplify **WILL NOT BE SAVED** when you submit your assessment.

Therefore, you **must copy & paste** your answers from the spreadsheet to the answer text box. The spreadsheet is only to be used as an aid in your workings, as necessary.

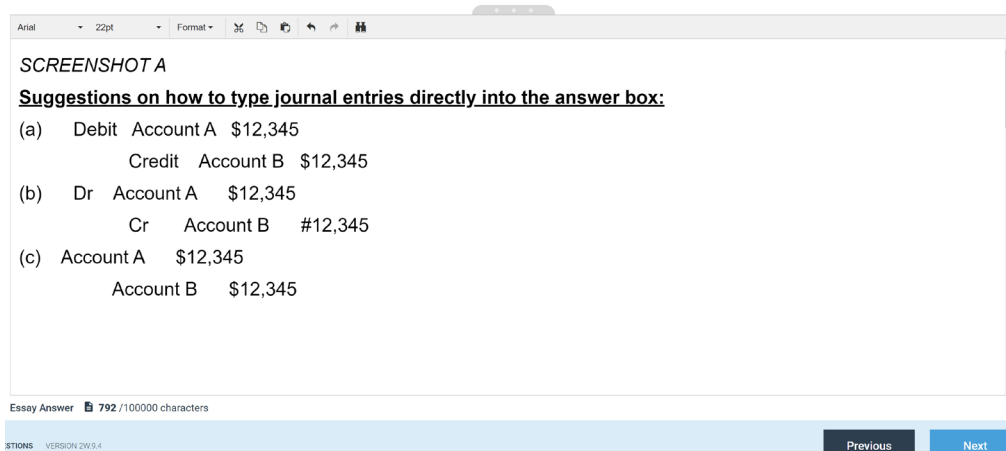
Typing answers directly to the answer box:

If you are not copy and pasting tables from the spreadsheet toolkit, then you will have to type your answers to the essay questions directly into the answer box in Exemplify.

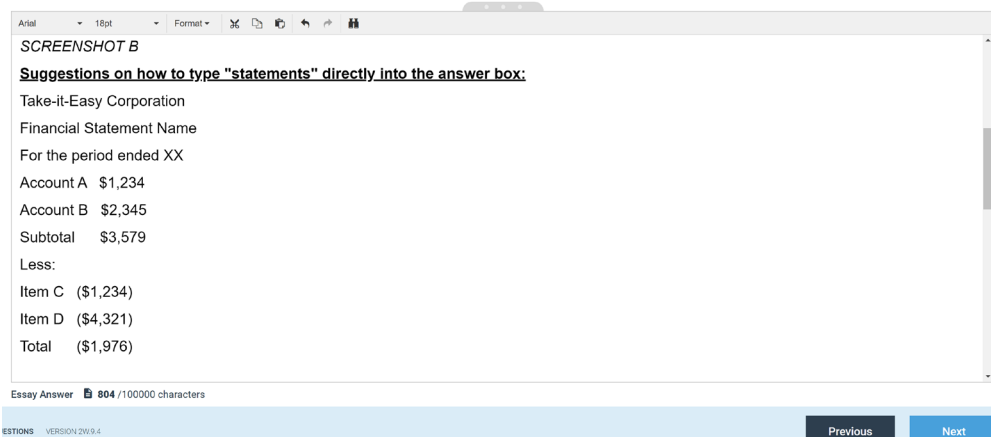
Some of you are worried about formatting and not being able to present your answers neatly without using a spreadsheet table. Below are some illustrations on how you can enter your answers directly into the answer box in a simple and organized manner without using tables.

The screenshots below show samples of the most basic presentation of answers using just tab and/or spaces.

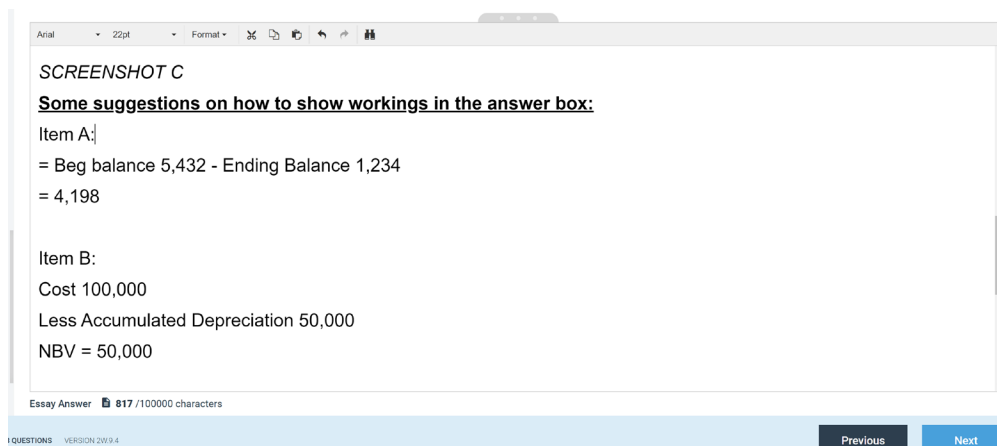
- Screenshot A illustrates how you can present your journal entries clearly in the answer box. I typed these in directly into the answer box using tab/spaces to help me place the different types of accounts and figures, and for further clarity I indicated with a “Debit” (or Dr is also acceptable) and “Credit” (or Cr) before the account names.



- Screenshot B illustrates how you can present a statement simply and clearly.



- Screenshot C illustrates some ways you can present workings simply and clearly.



For the final exam, we will be grading for **content** and less for formatting, so as long as your accounts/items and figures are **clear**, it should suffice. There is no need to pull your hair out over formatting issues. Simple, clear and logical is key!

End of Document