

1. In March 2019 the following transactions took place

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August 1, sales to Adefumi	23,400
August 2, sales to Tope	17,000
August 4, further sale to Bumi	34,350
August 6, sales to Mundala	55,300
August 13, further sales to Kola	5,500
August 21, sales to Chidi	9,600
August 24, credit sales to Emma	14,920
August 28, sales to Doyin	10,150
August 30, credit sale to Loveth	3,200

You are required to prepare a sale journal using the above information.

2.
  - (a) List four parts of a typewriter
  - (b) List two suitable and three non-suitable chemicals.
3.
  - (a) What is a source document?
  - (b) List four items that can be found in a source document.
4.
  - (a) Who is a consumer?
  - (b) Give two reasons why a consumer should be protected.