

Worksheet: Introduction to Accounting

Section A: Multiple Choice Questions (MCQs)

1. Accounting is mainly concerned with:

- a) Recording only
- b) Recording and analysing financial transactions
- c) Selling goods
- d) Manufacturing goods

2. The person who maintains accounting records is called:

- a) Manager
- b) Accountant
- c) Clerk
- d) Auditor

3. Which of the following is NOT a function of accounting?

- a) Recording
- b) Classifying
- c) Advertising
- d) Summarizing

4. The language of business is:

- a) Economics
- b) Mathematics
- c) Accounting
- d) Statistics

5. Financial transactions are recorded in:

- a) Journal
- b) Ledger
- c) Balance Sheet
- d) Trial Balance

◆ **Section B : Match the Following**

Column A.

- 1. Recording.
- 2. Classifying.
- 3. Summarizing.
- 4. Accounting.
- 5. Analysis.

Column B

- a. Ledger
- b. Journal
- c. Financial Statements
- d. Language of Business
- e. Interpretation of data