

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.

Column B

- | | |
|-----------------|---------------------------|
| 1. Recording. | a. Ledger |
| 2. Classifying. | b. Journal |
| 3. Summarizing. | c. Financial Statements |
| 4. Accounting. | d. Language of Business |
| 5. Analysis. | e. Interpretation of data |