CBSE PRACTICE QUESTION PAPER II 2023-24 SUBJECT ACCOUNTANCY 055 CLASS XII

TIME 3 HOURS MAX. MARKS 80

GENERAL INSTRUCTIONS:

- 1. This question paper contains 34 questions. All questions are compulsory.
- 2. This question paper is divided into two parts, Part A and B.
- 3. Part A is compulsory for all candidates.
- 4. Part B has two options i.e. (i) Analysis of Financial Statements and (ii) Computerised Accounting.

Students must attempt only one of the given options.

- 5. Question 1 to 16 and 27 to 30 carries 1 mark each.
- 6. Questions 17 to 20, 31 and 32 carries 3 marks each.
- 7. Questions from 21,22 and 33 carries 4 marks each
- 8. Questions from 23 to 26 and 34 carries 6 marks each
- 9. There is no overall choice. However, an internal choice has been provided in 7 questions of one mark, 2 questions of three marks, 1 question of four marks and 2 questions of six marks.

Q	PART A (Accounting for Partnership Firms and Companies)	Marks					
1	Alok and Manish were partners sharing profits and losses in the ratio of 5:3. They admitted Deepak as a new partner for 1/3 share. Deepak is to bring 20% of the combined capital of all the partners. Capitals of Alok and Manish after all the adjustments related to Revaluation Gain, Goodwill treatment and accumulated profits/losses were ₹ 7,40,000 and ₹ 4,60,000 respectively. Determine the Capital amount to be brought in by Deepak. A. ₹ 4,00,000 B. ₹ 6,00,000 C. ₹ 2,40,000 D. ₹ 3,00,000						
2	Arjun and Bhim were partners in a firm sharing profits in the ratio 3:2. On 31st March 2023 their capitals were ₹ 1,29,000 and ₹ 1,08,000 respectively, Divisible Profits for the year ended 31st March 2023 was ₹ 50,000. Interest on capital was also provided @10% p.a. in accordance with partnership deed. Determine interest on Arjun's Capital for the year ended. 31.03.2023. A. ₹ 9,900 B. ₹ 9,000 C. ₹ 12,900 D. ₹ 10,400	1					
3	Mannat Ltd. forfeited 10,000 shares of ₹ 10 each on which ₹ 8 (including ₹ 2 premium was called) and ₹ 5 (including ₹ 1 premium) was paid. Out of these 6,000 shares were re-issued. Determine the minimum amount at which these shares can be re-issued as fully paid up. A. ₹ 24,000 B. ₹ 36,000 C. ₹ 18,000 D. ₹ 30,000 OR Jeewan Ltd. invited applications for 2,00,000 shares of ₹ 10 each payable ₹ 5 on application, ₹ 3 on allotment and ₹ 2 on call. Public has applied for 3,80,000 shares. Pro-rata allotment was made in the ratio 7:4. Determine the amount to be refunded by the company at the time of allotment of shares. A. ₹ 3,00,000 B. ₹ 9,00,000 C. ₹ 1,50,000 D. ₹ 7,50,000	1					
4	Anmol, Bhavya and Chanakya were partners in a firm sharing profit and losses in the ratio of 5:3:2. Chanakya retired and his capital balance after adjustments regarding reserves, accumulated profit & losses and his share of gain on revaluation was ₹ 2,50,000. Chanakya was paid ₹ 3,22,000 including his share of goodwill. The amount credited to Chanakya's capital account on his retirement, for goodwill will be: A. ₹ 72,000 B ₹ 7,200 C. ₹ 24,000 D.₹ 36,000	1					

	OR Rey and Ley Associates is having three partners named as Rakesh, Leena and Sanjana. Their Capitals were ₹ 4,00,000; ₹ 2,40,000 and ₹ 1,60,000 respectively. Sanjana retired on March 31, 2023 and sold her share of profits by taking ₹ 30,000 from Rakesh and ₹ 20,000 from Leena. Determine the new ratio. A. 1:1 B. 7:8 C. 3:2 D. 8:7						
5	Manav and Daksh were partners sharing profits and losses in the ratio of 5:3. Their firm was dissolved on March 31, 2023. On the date of dissolution, Daksh's Loan to the firm amounted to ₹ 80,000 and was settled at ₹ 75,000. Assertion (A):- Daksh's Loan will be debited by ₹ 75,000 only. Reason (R):- Daksh's Loan to be closed only by the amount paid to him. A. Both A and R are correct and R is the correct explanation of A. B. Both A and R are correct but R is not the correct explanation of A. C. A is incorrect but R is correct D. Both A and R are incorrect.	1					
6	As per section 52 of Companies Act 2013, securities premium can be utilised for which of the following purpose: I. Writing off discount allowed to debtors II. Providing for premium payable on redemption of debentures III. Issuing fully paid debentures as bonus IV. Issuing fully paid shares as bonus V. Buyback of shares A. Only I, II and III B. Only II, III and IV C. Only II, IV and V D. Only II and IV OR An issue of shares that is not a public issue but offered to a selected group of persons is called: A. Public offer B. Private placement of shares						
7	C. Initial Public offer D. Preferential allotment Section 37 of the Partnership Act states that the outgoing partner is entitled to :- A. Proportionate share in profits B. Interest on Loan dues @ 6% p.a	1					
8	An amount of ₹50,000 was payable to the retiring partner and it was brought in by the remaining partners in the ratio 3:2. What will be the effect on bank/cash balance in the reconstituted balance sheet? A. Increase in Balance by ₹ 50,000 C. No Change in Cash Balance D. Decrease in Balance by ₹ 1,00,000 OR A, B and C were partners in a firm. C died on 31st July 2023. His share of profit or losses was to be calculated on the basis of previous year's profit or loss. Loss for the year ended 31st March 2023 was ₹8,10,000. Which of the following is correct option: A. C to be debited by ₹ 2,70,000 B. C to be debited by ₹ 90,000 C. C to be credited by ₹ 2,70,000 D. C to be credited by ₹ 90,000 Rajesh, an applicant of 8,000 shares, was allotted 5,000 shares. He paid application money of ₹ 4 (including ₹ 1 premium) but failed to pay ₹ 6 on allotment (including ₹ 2 premium) and final call of ₹ 3 His shares were forfeited and out of these 3,000 shares were re-issued @ ₹ 12 per share as fully paid up. On the basis of above hypothetical situation, answer Q 9-Q10.	1					
9	What amount would be reflected in Share forfeiture account upon forfeiture of shares held by Rajesh? A. ₹ 32,000 B. ₹ 20,000 C. ₹ 15,000 D. ₹ 27,000	1					
10	What amount will be transferred to Capital Reserve after re-issue of 3,000 shares?	1					

	A. ₹ 16,200 B. ₹ 19,200 C. ₹ 10,200	D. Nil	
11	From the journal entries given below, identify the entry that	at can be passed for issue of debentures as	1
	collateral security:		
	A. Security premium A/c – Dr		
	To Debentures A/c		
	B. Bank loan A/c -Dr		
	To Debentures A/c		
	C. Debentures A/c Dr	1	
	To Debentures Suspense A/c		
	D. Debentures Suspense A/c –Dr	1	
	To Debentures A/c		
12	Aman, Balraj and Chetan are partners sharing profits and lo	ses in the ratio of 5:4:3. Chetan retires and	1
12	is credited for 9,000 as goodwill. How much will be		1
	adjustment:	george to randii in respect of goodwin	
	A. ₹ 20,000 B. ₹ 16,000 C. ₹ 5,000 D. ₹ 4,000		
13	Assertion (A):- Goodwill share brought in by new partners	is distributed amongst ald partners in ald	1
13	ratio.	is distributed amongst old partners in old	1
	Reason (R):- Gaining Partner will be compensated by Sac	rificing Dortners in ratio of their secrifica	
	A. Both A and R are correct B. Both A and R are incor		
		rect	
1.4	C. Only A is correct D. Only R is correct	D 1 1 X''	1
14	Realisation expenses amounted to ₹ 15,000 were paid by	=	1
	appointed to look after dissolution process for which he	vas allowed remuneration of ₹ 8,000 and	
	Vijay was to bear realisation expenses. What amount will	be debited to realisation account for the	
	above?		
	A ₹ 15,000		
	B ₹ 8,000		
	C ₹ 23,000		
	D ₹ 7,000		
15	P, Q and R were partners sharing profits and losses in the r	_	1
	they decided to share future profits and losses in different	ratio. On that date profit and loss account	
	appearing on the asset side of the balance sheet was ₹ 4,00,0	00 and following entry was passed:	
	P's Capital A/c Dr.	₹ 25,000	
	To Q's Capital A/c	₹ 5,000	
	To R's Capital A/c	₹ 20,000	
	•	X 20,000	
	Find new Ratio.		
	A. 45:23:12 B. 7:5:4 C. 2:1:1 D. 1:1	: 1	
	OR		
	Eena, Meena and Deeka are partners sharing profits and loss		
	March 2023 and her dues came out to be ₹ 7,20,000. Amou	nt of ₹ 1,20,000 was paid immediately and	
	balance was to be paid in three equal annual instalments	together with interest @ 10% per annum.	
	Determine the amount payable to Meena on 31st March 202	_	
		₹ 2,88,000	
16		, ,	1
16	Workmen Compensation Reserve was appearing in the Ba		1
	admission of partner Sohail, claim for workmen compensat	ion was ₹ 4,50,000. Determine the amount	
	to be shown in Revaluation Account.		
	A. Debited ₹ 4,50,000 B. Credited ₹ 4,00,000 C. Desired ₹ 4,000 C. Desired ₹ 4,000 C. Desir	ebited ₹ 50,000 D. Credited ₹ 50,000	

17	partner for 1/3 share. On the date of admission Capitals of Raju and Rinku were ₹ 5,50,000 and ₹ 6,50,000 respectively, also, General Reserve of ₹ 3,00,000 and Profit and Loss (Dr.) balance of ₹ 1,00,000 were appearing in the books of accounts. Firm made an average profits of ₹ 2,40,000 during the last few years and the normal rate of earning was expected to be 12%. Calculate the Goodwill of the firm by Capitalisation Method. OR Shikha, Shweta and Manisha were partners sharing profits and losses in the ratio of 5:3:2. They admitted Pooja into partnership for 25% share. Shikha, Shweta and Manisha decided to share future profits and losses equally. Pooja brings in Capital of ₹ 8,00,000 and ₹ 1,50,000 out of her goodwill share of ₹ 2,50,000. Pass necessary entries at the time of Pooja's admission.							
18								
19								
20	31, 2023 it was observed that profits of ₹80,000 were distributed equally without providing for Salary of ₹ 5,000 p.m. to Alok and Commission of ₹ 40,000 to Manish.							
21	You are required to pass necessary adjustment entry. Show working notes clearly. Aqua Co. Ltd. took over Assets of ₹ 12,90,000 and Liabilities of ₹ 40,000 of Bangar Ltd. and in consideration a) Issued 50,000 equity shares of ₹10 each at 20% premium b) Issued 9% Debentures of face value of ₹4,00,000 at 10% discount. c) Balance by Cheque. This entire purchase of Business resulted in increase in capital reserve balance from ₹90,000 to ₹1,30,000 in Balance sheet. Show necessary entries in books Aqua Co. Ltd							
22	Manya ,Sanket and Roop their balance sheet was as Liabilities Creditors Contingency Reserve Capitals:		Assets Fixed Assets Stock Debtors	2:1. On 31 st March 2023 ,	4			

Manya 8,00,000			
Sanket 7,00,000			
Roopam 5,00,000	20,00,000		
		Cash at Bank	7,00,000
	28,00,000		28,00,000

Sanket died on 15th June 2023. According to partnership deed, his executors were entitled to:

- a) Balance in his capital Account.
- b) His share of goodwill will be calculated on the basis of thrice the average of past 4 year's profit.
- c) His share in profits up to date of death on the basis of average profits of last two years.
- d) Interest on capital @ 12% p.a. up to date of death.

The firm's profit for the last four years were:

2019-20- ₹1,20,000,

2020-21-₹2,00,000,

2021-22 - ₹2,60,000,

2022-23 - ₹2,20,000.

Sanket's executors were paid the amount immediately. Prepare Sanket's Capital account to be presented to his executors.

Priyanshu Ltd invited applications for issuing 80,000 equity shares of ₹ 100 each at a premium of ₹ 10. The amount was payable as follows:

On Application – $\stackrel{?}{\stackrel{?}{?}}$ 30; On allotment – $\stackrel{?}{\stackrel{?}{?}}$ 30 (including a premium of $\stackrel{?}{\stackrel{?}{?}}$ 10); On first call –balance Applications of 2,30,000 shares were received. Allotment was made on pro rata basis to applicants of 1,80,000 shares and remaining were sent letters of regret. Excess money on application was to be utilised towards allotment and subsequent calls.

David, who was allotted 1,600 shares, paid nothing after application. These shares were forfeited after the first call. 1,000 of these shares were re-issued to Sundar for ₹ 95 per share as fully paid.

Pass necessary journal entries in books of Priyanshu Ltd.

 $\cap R$

Pritam Ltd invited applications for issuing 1,20,000 shares of ₹10 each at a premium of ₹3. The amount was payable as follows:

On Application – ₹ 4 (including ₹ 1 premium); On allotment – ₹ 5 (including ₹1 premium); On first call – balance

Applications of 1,80,000 shares were received. Allotment made as under:

Applicants of 90,000 shares
Applicants of 50,000 shares
Alloted 40,000 shares

Remaining application were rejected.

Ruhi, an applicant of 4,500 shares(out of group applying for 90,000 shares)and Mukti, the holder of 6,000 shares (out of group applying for 50,000 shares) failed to pay allotment money and their shares were immediately forfeited and later on re-issued 8,000 shares @ ₹ 7 per share as ₹ 6 paid up. Re issued shares included all shares of Ruhi. Pass necessary journal entries in books of Pritam Ltd by opening call in arrears account.

Aman and Biswas were partners sharing profits and losses in the ratio of 3:2. They admitted Chetan as a new partner for 25% share. Balance sheet of Aman and Biswas was as follows on March 31, 2023.

Liabilities	₹	Assets	₹
Creditors	50,000	Bank	40,000
Employee Provident Fund	60,000	Stock	60,000
General Reserve	40,000	Debtors 1,00,000)
Investment fluctuation Reserve	50,000	(-) prov. for (10,000)	90,000
		doubt. debts	
Aman's Capital	2,00,000	Furniture	1,20,000
Biswas's Capital	1,50,000	Building	1,60,000
-		Investment	50,000

6

	Goodwill	30,000
5,50,000		5,50,000

.Chetan was admitted on the following terms :-

- (i) Market value of Investment is $\ge 20,000$.
- (ii) There was a bad debts amounting to $\stackrel{?}{\stackrel{?}{\sim}} 6,000$ and provision for doubt. Debts is to be maintained at $\stackrel{?}{\stackrel{?}{\sim}} 9.000$.
- (iii) Building was undervalued by 20%.
- (iv) Stock was overvalued by 20%.
- (v) Goodwill of the firm was valued at ₹ 1,00,000 and Chetan brings his share of goodwill in cash.
- (vi) Chetan was to bring ₹1,30,000 as capital.

Prepare Revaluation Account and Partner's Capital Account.

OR

Akum and Bakum are partners sharing profits and losses in the ratio 3:2. The Balance Sheet of the firm on 31st March 2023 was as follows:

Liabilities		Amount (₹)	Assets	Amount (₹)
Creditors		60,000	Cash in Hand	10,000
Bills Payable		20,000	Debtors	70,000
Employees Pro	ovident Fund	50,000	Stock	70,000
Reserve Fund		20,000	Plant & machinery	40,000
Capital			Building	80,000
Akum	90,000		Profit and Loss	20,000
Bakum	70,000	1,60,000	Loan to Rajan	20,000
		3,10,000		3,10,000

The partners decided to dissolve their firm. Assets are realised as follows:

- a) Debtors realised ₹ 50,000; stock realised ₹ 80,000.
- **b)** Akum took away the machinery at an agreed value of $\stackrel{?}{\stackrel{?}{?}}$ 30,000.
- c) Bakum takes over the building at a valuation of ₹ 1,00,000 and agrees to pay off creditors at a discount of ₹ 5,000.
- d) An unrecorded liability of ₹20,000 was discharged by unrecorded asset of ₹ 35,000 in full settlement.
- e) The expenses of realisation came to ₹ 5,000 and were paid by Bakum, however as per agreement they were to be borne by Akum.

Prepare Realisation Account.

25 The Balance sheet of P,Q and R who were sharing profits and losses in the ratio 5:3:2 as at 31st March 2023

Liabilities	₹	Assets	₹
Creditors	50,000	Bank	40,000
Employee Provident Fund	10,000	Stock	80,000
Profit & Loss A/c	85,000	Debtors	1,00,000
Capital A/c s:		Fixed Assets	60,000
P 40,000			
Q 62,000			
R 33,000	1,35,000		
	2,80,000		2,80,000

P retired on 31^{st} March 2023 and Q and R decided to share profits in future in the ratio of 2:3 respectively . The other terms on retirement were as follows:

- (i) Goodwill of firm is to be valued at 380,000.
- (ii) Fixed assets are to be depreciated by ₹ 2,500.
- (iii) A provision for doubtful debts on debtors was to be provided for ₹ 5,000.
- (iv) A liability for claim included in creditors for ₹10,000 is settled at ₹8,000 and immediately paid by cheque.
- (v) The amount will be paid to P in the following manner: Q will contribute 1,150 and R will

	contribute the rest by cheque and maintaining a minimum balance of 15,000 in Bank account. Pass necessary journal entries and prepare Balance sheet.	
26	On 01 August, 2022, Rockstar Ltd. issued ₹ 40,00,000, 9% Debentures of ₹ 100 each at 5% Premium, to be redeemed at 12% Premium on March 31, 2027. Balance in Securities Premium before issue was ₹ 1,50,000. You are required to (i) Pass entries for issue of debentures. (ii) Pass entry for writing off loss on Issue of debentures. (iii)Pass entries for Interest on Debentures on March 31 2023, if it is to be paid on March 31 every year. (iv) Prepare Loss on issue of debentures account.	6
	PART B:- Analysis of Financial Statements	
27	Current Ratio of the company is 1:1. Which of the following will not affect the Current Ratio but decrease the Quick Ratio. A. Purchase of goods on credit B. Sale of goods on credit at no profit no loss C. Issue of debentures to vendor D. Dividend proposed by the directors	1
28	Which of the following is not limitation of analysis of financial statements: a) Window dressing b) Price level changes ignored c) Subjectivity d) Intra -firm comparison possible OR Which of the following is not an objective of Analysis of financial statements?	1
	 a) To judge the financial health of the firm b) To judge the short term and long-term liquidity position of the firm c) To judge the reason for change in the profitability of the firm d) To judge the variations in the accounting practices of the business followed by different enterprises 	
29	Read the following information: 31st March 2022 31st March 2023 Plant and Machinery (Cost) ₹ 20,00,000 ₹ 30,00,000 Accumulated Depreciation ₹ 4,80,000 ₹ 5,90,000 During the year a part of machinery book value ₹ 2,00,000 was sold for ₹ 1,10,000. Depreciation charged during the year was ₹ 1,50,000. Determine the amount to be shown under non-cash and non-operating expenses while preparing cash flow statement. A. ₹ 1,50,000 B. ₹ 2,00,000 C. ₹ 2,40,000 D. ₹ 50,000 OR Read the following Statements: Statement I: Rent received by a real estate company is an operating activity. Statement II: Dividend paid by a finance company is financing activity.	1
	Statement III: Current Investment is considered as Cash and Cash Equivalents while preparing cash flow statement. Choose the correct option: A. Only statement I and II are correct B. Only statement II and III are correct	

	C. Only statement I and III are co								
30	While preparing Cash Flow Statem	ent, v	vhich (of the follo	wing transac	ctions will a	ffect the c	ash flow	1
	from Investing activities.								
	A. Loss on issue of debentures written off from securities premium B. Goodwill purchased								
	C. Building Purchased by issue of Debentures as consideration D. Issue of Bonus shares								
31	, , ,							3	
	9,50,000 and debentures were amounted to ₹ 40,00,000 (assuming the only debt of the company),							ompany),	
	determine Interest Coverage Ratio.								
32	State the head and sub head under		the the	following i	tems are sh	own in the	Balance Sl	neet of a	3
	company as per Companies Act 201	3.							
	a) Finished goods								
	b) Bank overdraft								
	c) Prepaid insurance								
	d) Debenture Redemption Rese	rve							
	e) Capital advances								
	f) Debentures due for redempti	on at	the end	d of the yea	r				
22									4
33	Fill up the missing figures:	4 •	C4-	4 4 . C 1) 6 4 0 T				4
	_				Profit & Los				
	·	ears e			n, 2022 and	1	0/		
	Particulars		Note	2022	2023		% Change		
			No.	40.00.000	0	Change	Change ?		
	I Revenue from Operation	1		40,00,000	?	20,00,000	?		
	II Less Expenses: Cost of Material Consume	a d		?	20,00,000	10.00.000	9		
		ea		•	30,00,000	, ,	?		
	Other Expenses			4,00,000	?	?	150		
	Total Expenses			2			•		
	III Profit Before Tax			OR	!	?	?		
	Prepare Common Size Statement of	f Prof	it and	_	the followin	a informatio	on of Ama	teur I td	
	for the year ended March 31, 2023.	1 1 101	it and	Loss from	the followin	ig information)	icai Eta.	
	Particulars	Amo	ount (i	n ₹)					
	Revenue from Operations		`		enefit Expen	ses			
	Purchases of Stock in Trade			<u>F</u> <i>J</i>	2,50,0				
	Opening Inventory					000			
	Closing Inventory				1,55,0				
	Employee Benefit Expenses				6,00,0				
	Other Income 3,00,000								
	10% Debentures 6,00,000								
	Depreciation on Tangible Assets 75,000								
	Amortisation of Intangible Assets				· · · · · · · · · · · · · · · · · · ·	000			
	Tax rate					0%			
34	Following is the Balance Sheet of M	Lavono	ng I im	ited as at 2					6
34	Particulars	icvaii(Note No.	31.3.2023	31.3.2	2022		0
	Equities and Liabilities			1,010 110.	<u>31.3.2023</u> ₹	₹	-0 <i></i>		
	1. Shareholder's fund								
	1. Shareholder 8 fund							1	

a) Share Capital	3,00,000	1,00,000
b) Reserve and Surplus	25,000	1,20,000
2. Non -current liabilities		
Long term Borrowings	80,000	60,000
3. Current Liabilities		
a) Trade payables	6,000	20,000
b) Short term provisions	68,000	70,000
Total	4,79,000	3,70,000
Assets		
1. Non -current Assets		
Fixed Assets	3,36,000	1,92,000
2. Current Assets		
a) Inventories	67,000	60,000
b) Trade Receivables	51,000	65,000
c) Cash and cash equivalents	25,000	49,000
d) Other Current Assets		4,000
Total	4,79,000	3,70,000

Particulars	31.3.2023(₹)	31.3.2022(₹)
1. Reserves and Surplus		
Surplus i.e Balance in statement of Profit and Loss	25,000	1,20,000
	25,000	1,20,000
2. Long term Borrowings		
10% Long term Loan	80,000	60,000
	80,000	60,000
3. Short -term Provisions		
Provision for Tax	68,000	70,000
	68,000	70,000
4. Fixed Assets		
Machinery	3,84,000	2,15,000
Accumulated Depreciation	(48,000)	(23,000)
Total	3,36,000	1,92,000

Additional Informations:

- a) Additional loan was taken on 1st July ,2022.
- b) Tax of ₹53,000 was paid during the year.

PART C:- Computerised Accounting

27 The Computerised Accounting System refers to:

- (a) Printing of Balance Sheet and Profit and Loss Accounts using computer;
- (b) Processing of accounting transaction through computer and produce records and reports;
- (c) Processing of accounting related data and printing reports;
- (d) None of the above.

OR

The Grouping of Accounts means the classification of data from:

- (a) Asset, liabilities and capital
- (b) Asset, capital, liabilities, revenue and expenses

1

	(c) Asset, owners equity, revenue and expenses	
	(d) None of the above.	
28	The Ribbon allows us to:	1
	(a) Create either an embedded chart or a chart sheet chart.	
	(b) Create only an embedded chart.	
	(c) Create only a chart sheet chart.	
	(d) Change the data values used to create the chart.	
29	When navigating in a workbook, which command is used to move to the beginning of the current row?	1
	a. [Ctrl]+[Home]	
	b. [Page Up]	
	c. [Home]	
	d. [Ctrl]+[Backspace]	
30	The need of Codification is:	1
	(a) The Encryption of data	
	(b) The Generation of mnemonic code	
	(c) To secure the accounts, reports, etc.	
	(d) Easy to process data, keeping proper records	
	OR	
	Codification of Accounts required for the purpose of :	
	(a) Hierarchical relationship between groups and components	
	(b) Data processing faster and preparing of final accounts	
	(c) Keeping data and information secured	
	(d) None of the above	
31	What is the advantage of graphs over textual data?	3
32	Describe the steps to resize a chart.	3
33	How can we correct a ##### error?	4
	O.D.	
	OR	
	What is VLOOKUP function?	
34	Define Pivot Table and explain usage?	6