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The Chart of Accounts

1. Select "List" Chart of Accounts
2. Click the "Account" button at the bottom
3. Choose an account type and
4. Enter the account information

Editing an Account

1. Select "List" Chart of Accounts
2. Click to highlight the account
3. Click the "Account" button at the bottom

Deleting or Inactivating

1. Select "List" Chart of Accounts
2. Click to highlight the account
3. Click the "Account" button at the bottom
4. Click "Delete" or "Inactivate"

Customers, Employees

Accessing the Centers

1. Click "Customers" or "Employees" in the Menu Bar and select the

Adding a New Customer

1. Click the "Customers & Vendors" button
2. Choose "New Customer" from the "File" menu
3. Enter the customer information

Editing a Customer

1. Click the "Customers & Vendors" button
2. Click the "Edit" button
3. Enter the customer information

Adding a New Employee

1. Click the "Employees & Payroll" button
2. Choose "New Employee" from the "File" menu
3. Enter the employee information

Editing an Employee

1. Click the "Employees & Payroll" button
2. Click the "Edit" button
3. Enter the employee information

Creating a New Invoice

1. Click the "Customers & Vendors" button
2. Click the "Create Invoice" button
3. Enter the invoice information

Printing an Invoice

1. Click the "Customers & Vendors" button
2. Click the "Print" button
3. Enter the invoice information

Creating a New Receipt

1. Click the "Customers & Vendors" button
2. Click the "Create Receipt" button
3. Enter the receipt information

Printing a Receipt

1. Click the "Customers & Vendors" button
2. Click the "Print" button
3. Enter the receipt information

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The Excel 2016 Environment



- Quick Access Toolbar
- Ribbon
- Formula Bar
- Active Cell
- Status Bar
- Horizontal Scroll Bar
- Workbook View Buttons
- Zoom Slider
- Vertical Scroll Bar

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Opening Workbooks

1. To open a workbook when Excel first launches, either click one of the files listed in the "Recent" section on the left of the startup window or click the "Open Other Workbooks" link at the bottom. Navigate to the file, and click the "Open" button.
2. To open a workbook from within Excel, click the "File" tab on the Ribbon, choose "Open" at the left of the Backstage view. Then either click a "Recent" file or select "OneDrive" / "This PC" or another location, click "Browse," navigate to the file, and click "Open."

Recovering Unsaved Workbooks

1. Select the "File" tab on the Ribbon and choose the "Open" command on the left.
2. Select "Recent" in the "Open" area.
3. Scroll to the bottom of the "Recent" pane at the right and click the "Recovery Unsaved Workbooks" button.
4. Select the file in the "Open" dialog box in the "Unsaved" list folder and click the "Open" button.

Data Entry

Selecting Cells

1. To select a single cell, click the cell or use the arrow keys to move to the cell.
2. To select a range of cells with the mouse, click and drag with the mouse, or hold down the "Ctrl" or "Shift" key while clicking within cells.
3. To select a range of cells with the keyboard, hold down the "Shift" key while using the arrow keys.

4. To select a range of cells with the keyboard, hold down the "Shift" key while using the arrow keys.

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Bonnie Biafore



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