

# QuickBooks® Pro 2018

## Quick Reference Guide

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#### Adding a New Account

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

#### Editing an Account

1. Select "Add Chart of Account"
2. Click to highlight the account
3. Click the "Account" button on
4. Edit the information and click

#### Deleting or Inactivating

1. Select "Add Chart of Account"
2. Click to highlight the account
3. Click the "Account" button on
4. Click "OK" to confirm any del

### Customers, Employees

#### Accessing the Centers

1. Click "Customers" / "Employees"

#### Adding a New Customer

1. Click the "Customers & Invoic
2. Choose "New Customer" and
3. Enter all information necessary

#### Editing

1. Click "Customers & Invoic
2. Click to highlight the customer
3. Click the "Customer" button
4. Edit the information and click

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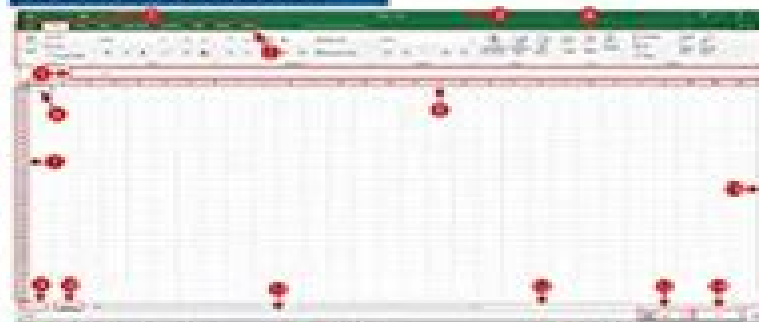
# Excel 2016 Introduction

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### The Excel 2016 Environment



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

### 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 screen 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 other 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 on the right and click the "Recovery Unsaved Workbooks" button.
4. Select the file in the "Open" dialog box on the "Unsaved" list" tab 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.

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**David Kirk**



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## **Table of Contents Quickbooks For Mac Instruction Manual**

1. Understanding the eBook Quickbooks For Mac Instruction Manual
  - The Rise of Digital Reading Quickbooks For Mac Instruction Manual
  - Advantages of eBooks Over Traditional Books
2. Identifying Quickbooks For Mac Instruction Manual
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Quickbooks For Mac Instruction Manual
  - User-Friendly Interface
4. Exploring eBook Recommendations from Quickbooks For Mac Instruction Manual
  - Personalized Recommendations
  - Quickbooks For Mac Instruction Manual User Reviews and Ratings
  - Quickbooks For Mac Instruction Manual and Bestseller Lists
5. Accessing Quickbooks For Mac Instruction Manual Free and Paid eBooks
  - Quickbooks For Mac Instruction Manual Public Domain eBooks
  - Quickbooks For Mac Instruction Manual eBook Subscription Services
  - Quickbooks For Mac Instruction Manual Budget-Friendly Options
6. Navigating Quickbooks For Mac Instruction Manual eBook Formats

- ePub, PDF, MOBI, and More
  - Quickbooks For Mac Instruction Manual Compatibility with Devices
  - Quickbooks For Mac Instruction Manual Enhanced eBook Features
7. Enhancing Your Reading Experience
    - Adjustable Fonts and Text Sizes of Quickbooks For Mac Instruction Manual
    - Highlighting and Note-Taking Quickbooks For Mac Instruction Manual
    - Interactive Elements Quickbooks For Mac Instruction Manual
  8. Staying Engaged with Quickbooks For Mac Instruction Manual
    - Joining Online Reading Communities
    - Participating in Virtual Book Clubs
    - Following Authors and Publishers Quickbooks For Mac Instruction Manual
  9. Balancing eBooks and Physical Books Quickbooks For Mac Instruction Manual
    - Benefits of a Digital Library
    - Creating a Diverse Reading Collection Quickbooks For Mac Instruction Manual
  10. Overcoming Reading Challenges
    - Dealing with Digital Eye Strain
    - Minimizing Distractions
    - Managing Screen Time
  11. Cultivating a Reading Routine Quickbooks For Mac Instruction Manual
    - Setting Reading Goals Quickbooks For Mac Instruction Manual
    - Carving Out Dedicated Reading Time
  12. Sourcing Reliable Information of Quickbooks For Mac Instruction Manual
    - Fact-Checking eBook Content of Quickbooks For Mac Instruction Manual
    - Distinguishing Credible Sources
  13. Promoting Lifelong Learning
    - Utilizing eBooks for Skill Development
    - Exploring Educational eBooks
  14. Embracing eBook Trends
    - Integration of Multimedia Elements
    - Interactive and Gamified eBooks

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relative mass and the mole 161 mole ratios 169 limiting and excess reactants 175 properties of gases

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