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The Chart of Accounts

Adding a New Account

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
4. Edit the information and click

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 "Add" drop-down menu
3. Enter the customer information

Editing a Customer

1. Click the "Customers & Vendors" button
2. Click to highlight the customer
3. Click the "Edit" button
4. Edit the customer information

Adding a New Employee

1. Click the "Employees & Payroll" button
2. Choose "New Employee" from the "Add" drop-down menu
3. Enter the employee information

Editing an Employee

1. Click the "Employees & Payroll" button
2. Click to highlight the employee
3. Click the "Edit" button
4. Edit 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 to highlight the invoice
3. Click the "Print" button

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 to highlight the receipt
3. Click the "Print" button

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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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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.

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 at 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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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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