



Q.A.T. Business Services

Extreme Competence Inspires Extreme Confidence™

Module Outline

QB002 – How to Get from Here to There

This is module #2 of Q.A.T.'s QuickBooks® series. It shows how to navigate to the various input windows, centres, lists, templates, and reports; how to find transactions; and how to use the built-in help facility.

Format:

online presentation

Maximum Class Size:

20

Duration:

3 hours

Schedule:

gatBusinessServices.com/training/schedule.html

Intended Audience:

This module is designed for the following people, but others are welcome to attend:

- bookkeepers

Instructor:

Warren Gaebel, B.A., B.C.S. — Mr. Gaebel is a Certified QuickBooks ProAdvisor® and the General Manager of Q.A.T. Business Services. He taught at Learning Tree International, the University of Waterloo, and several colleges since the early 1980's.

Prerequisites:

For the benefit of all attendees, the following prerequisites should be observed:

- QB001 – QuickBooks® Demo

Learning Objectives:

Upon completion of this course, attendees will be able to:

- use the menu, keyboard shortcuts, icon bar, open window list, and favourites menu, to navigate to the various input windows, centres, lists, templates, and reports,
- use the various centres,
- use the features of the date field,
- search for transactions,
- use the QuickBooks® help facility,

Tuition:

\$49 payable upon registration

How to Enroll:

enrol@gatBusinessServices.com
or (519) 404-7904

Required Textbook(s) & Supplies:

none

Outline:

- 1 Input Windows, Lists, Templates, and Reports
- 2 The Menu Bar
- 3 The Favourites Menu
- 4 The Open Window List
- 5 The Icon Bar
- 6 Keyboard Shortcuts
- 7 Centres
- 8 The Date Field
- 9 Searching
- 10 Help
- 11 Q&A