

# QuickBooks® Pro 2018

## Quick Reference Guide

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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" / "Employees" the Menu Bar and select the

#### Adding a New Customer

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

#### Editing a Customer

1. Click the "Customers & Vendors" Center
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" Center
2. Choose "New Employee" from the "File" menu
3. Enter the employee information

#### Editing an Employee

1. Click the "Employees & Payroll" Center
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" Center
2. Click the "Create Invoice" button
3. Enter the invoice information

#### Printing an Invoice

1. Click the "Customers & Vendors" Center
2. Click to highlight the invoice
3. Click the "Print" button

#### Creating a New Receipt

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

#### Printing a Receipt

1. Click the "Customers & Vendors" Center
2. Click to highlight the receipt
3. Click the "Print" button

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# Excel 2016 Introduction

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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.

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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# Quickbooks For Mac Instruction Manual

**Bonnie Biafore**



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