**QUICKBOOKS ONLINE PLUS**

**END-OF-CHAPTER 1 QUESTIONS**

**TRUE/FALSE**

ANSWER THE FOLLOWING QUESTIONS IN THE SPACE PROVIDED BEFORE THE QUESTION NUMBER. (Note: the questions numbers do not refer to the chapter objectives.)

**F**    1.01. The Top-Icon bar is at the top of the Home Page.

**T**    1.02. Cloud-based computing uses the Internet to provide program access.

**F**    1.03. You must have a password to login to the Test Drive Company.

**T**    1.04. You may use Search to find a transaction.

**T**    1.05. Select Reports on the Left-Navigation or Alternate Left-Navigation bars to access the reports available for QuickBooks Online.

**F**    1.06. You must pay a monthly fee to access the Test Drive Company.

**F**    1.07. A mouse is used to click on a keyboard shortcut.

**F**    1.08. Payroll taxes are always active.

**T**    1.09. QuickBooks is available in Online and Desktop versions.

**T**    1.10. On the Create screen, click Invoice under Customer to access a blank invoice.

**MULTIPLE CHOICE**

WRITE THE LETTER OF THE CORRECT ANSWER IN THE SPACE PROVIDED BEFORE THE QUESTION NUMBER.

**B**    1.11. Account and Settings are accessed by clicking the      .

A. Search icon

B. Gear icon

C. Plus icon

D. Home on the Left-Navigation or Alternate Left-Navigation bars

**D**    1.12. Supported browsers for QuickBooks Online include      .

A. Chrome

B. Internet Explorer

C. Safari

D. All of the above

**C**    1.13. Clicking Create (Plus) icon opens a list of tasks that may be completed for      .

A. Company Settings

B. Accounts Payable

C. Vendors

D. Accountants

**B**    1.14. The Company Name is displayed      .

A. Under the Income bar

B. In the Information and Display Area

C. On the Left-Navigation or Alternate Left- Navigation bars

D. On the browser tab

**D**    1.15. You may search by      .

A. Amount

B. Date

C. Transaction

D. All of the above

**A**    1.16. Bank Accounts and Activities are shown on the      .

A. Home Page

B. Reports List

C. Top-Navigation bar

D. None of the above

**D**    1.17. After clicking the Create (Plus) icon, you will have columns for       that are used access forms to enter transactions.

A. Customers

B. Vendors

C. Employees

D. All of the above

**C**    1.18. To save transactions in QuickBooks Online, you use      .

A. A USB drive

B. The hard disk in the computer

C. The Cloud

D. All of the above

**A**    1.19. To give commands without using the mouse, you use a(n)      .

A. Keyboard Shortcut

B. Navigation bar

C. Menu

D. Icon

**C**    1.20. There are hundreds of external       available that integrate and work with QuickBooks Online.

A. Commands

B. Tasks

C. Apps

D. All of the above

**FILL-IN**

IN THE SPACE PROVIDED, WRITE THE ANSWER THAT MOST APPROPRIATELY COMPLETES THE SENTENCE.

1.21. To ask for information about or to learn how to perform a task, click the    **Help**    icon on the Top-Navigation bar.

1.22. To keep the books for a business, accounting transactions need to be     **analyzed**   ,     **recorded**   , and    **posted**   .

1.23. QuickBooks Online uses the    **Internet** and the **Cloud** to provide program access and data storage.

1.24. In the Customer Center there are icons to print, export to Excel, or change    **Settings**   .

1.25. Use the    **Vendors Center**   to add or edit vendor.

**COMPUTER ASSIGNMENT**

USE THE QUICKBOOKS ONLINE TEST DRIVE COMPANY TO LOOK UP INFORMATION, THEN WRITE THE ANSWERS TO THE FOLLOWING EXERCISES IN THE SPACE PROVIDED

1.26. What is the Keyboard Shortcut to Open the Chart of Accounts?    **Ctrl+Alt+A**

1.27. Which icon on the Top-Navigation bar do you click in order to access   
Print Checks?    **Plus or Create**

1.28. Which icon do you click in order to Manage Users?    **Gear**

1.29. You may Search by Date, Amount, or      .    **Transaction Number**

1.30. You click       on the Left- or Alternate Left -Navigation bar to access  
 All Reports.    **Reports**

1.31. View Reports to determine and answer: Which report shows you the   
company Assets, Liabilities, and Equity?    **Balance Sheet**

1.32. Another name for the Profit and Loss report is      . (View Reports if   
you need to look up this information.)    **Income Statement**

1.33. What are the two sub-categories of Taxes?    **Sales Tax**

**Payroll Tax**

1.34. You can find the chart of Keyboard Shortcuts by using      .    **Ctrl Alt ?**

1.35. To view a list of Recent Transactions, click the       icon    **Search**