

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 Reports 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 Income Statement. (View Reports if you need to look up this information.)
- 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 Search icon.