**NAME**

**QUICKBOOKS ONLINE PLUS:**

**A COMPLETE COURSE 2019**

**Chapter 1 Quiz**

**TRUE/FALSE**

ANSWER THE FOLLOWING QUESTIONS IN THE SPACE PROVIDED BEFORE THE QUESTION NUMBER.

           1.01. When using QuickBooks Online your data is saved in the Cloud.

           1.02. The Gear icon may be used to access Lists in QuickBooks Online.

           1.03. All the accounts that your company uses can be found in the Accounting Center under Chart of Accounts.

           1.04. You must Turn on Payroll in order to access the Payroll Tax Center.

           1.05. You click the Recent Transactions icon to search for a specific invoice.

**MULTIPLE CHOICE**

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

           1.06. QuickBooks Online Plus uses the       method of inventory valuation.

A. FIFO

B. Average Cost

C. Declining Balance

D. Accelerated Use

           1.07. The Top-Navigation Bar, Left-Navigation Bar, Gear Icon, and Help are shown on the      .

A. Dashboard

B. Money Bar

C. Activities Page

D. Home Page

           1.08. Vendors are accessed via the       tab on the Left-Navigation Bar.

A. Reports

B. Banking

C. Accounting

D. Expenses

           1.09. In order to customize information shown in the Vendors List, you click the       icon.

A. Show

B. Settings

C. New Vendor

D. Edit

           1.10. You may find the list of Keyboard Shortcuts by clicking the       icon and entering Keyboard Shortcuts.

A. Gear

B. Menu

C. Help

D. Shortcuts