**NAME**              **KEY**

**QUICKBOOKS ONLINE PLUS:**

**A COMPLETE COURSE 2019**

**Chapter 1 Quiz**

**TRUE/FALSE**

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

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

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

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

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

**F**       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.

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

A. FIFO

B. Average Cost

C. Declining Balance

D. Accelerated Use

**D**       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

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

A. Reports

B. Banking

C. Accounting

D. Expenses

**B**       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

**C**       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