

Certificate in Office Essentials with QuickBooks

Topics:

OFFICE ESSENTIALS:

- ◆ Sending, receiving, organizing email
- ◆ Creating, editing, saving, printing and checking documents
- ◆ Selecting, moving, copying, aligning and indenting text
- ◆ Page numbering, headers and footers
- ◆ Using Word tables, forms, creating charts and PowerPoint slide show with animation
- ◆ Learn how to Mail Merge, entering labels and numbers into Excel
- ◆ Creating basic Excel formulas
- ◆ Changing column widths and row heights
- ◆ Editing a spreadsheet, using multiple windows and splitting panes
- ◆ Editing and Querying a database

QUICKBOOKS:

- ◆ Creating your Company's books on QuickBooks
- ◆ Setting up Accounts, Customers, Vendors, Items and Jobs
- ◆ Working with Customer Lists and understanding Financial Reports
- ◆ Understanding Sales Receipts, Credit Memos and Refunds
- ◆ Customizing the Chart of Accounts
- ◆ Entering and Processing Checks, Bills and Payments
- ◆ Reconciling Bank Accounts
- ◆ Purchasing and Managing Inventory and setting up budgets and Forecasts
- ◆ Payroll and learn to troubleshoot QuickBooks
- ◆ Supervised Lab Time and Review Exercises

Cost: \$3950, including instruction, materials and certificate from Pace University.