**Chapter 1: True/Make True**

Type the word True in the space provided if the statement is true. If the statement is not true, type the correct answer.

1. If the menu bar includes an underlined letter, hold down the <Ctrl> key and the underlined letter to make that selection.

If the menu bar includes an underlined letter, hold down the **<Alt>** key and the underlined letter to make a selection.

1. Sage 50's modular design is similar to other accounting software applications.

True

1. Sage 50's Restore Wizard allows you to restore existing companies only.

There are *two* options when restoring Sage 50 backup files: 1) restore An Existing Company, or 2) restore A New Company. (See the Read Me box on page 18 - IMK for more information; this is also shown on textbook page 29.)

1. The extension used for Adobe files saved in this chapter is .xlsx.

The extension used for Adobe files is .pdf not .xlsx. (.xlsx is the extension used for Excel 2007 and 2010 files.)

1. In this book, angle brackets are used to indicate individual keys on the keyboard; for example <Tab>.

True.

6. You can close the application you are working with by single clicking with the mouse on the close button ().

True

7. The Business Status Navigation Centers is called the dashboard.

True

8. The Navigation Bar is located at the bottom of most Sage 50 windows.

The Navigation Bar is located on the left side of most Sage 50 windows.

1. The extension used for Sage 50 backups is .pdf.

The extension used for Sage 50 backups is .ptb. (.pdf is the extension used for Adobe files.)

**ANSWER TO ANALYSIS QUESTIONS**

* + - 1. How many active menu bar selections does Sage 50 Complete Accounting 2013 have? List the menu bar selections that are available.

SCA has 10 active menu bar selections which include: File, Edit, Lists, Maintain, Tasks, Analysis, Options, Reports & Forms, (Services is inactive), Window, Help.

* + - 1. What is the Navigation Bar? Briefly describe its function.

Sage 50’s Navigation Bar includes seven selections: Business Status, Customers & Sales, Vendors & Purchases, Inventory & Services, Employees & Payroll, Banking, and Company. These selections open the Navigation Center pages.