

NAME _____ KEY _____

QUICKBOOKS DESKTOP 2018: A COMPLETE COURSE

CHAPTER 1 EXAM

Introduction to QuickBooks Desktop 2018 And Company Files

TRUE/FALSE

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

- F 1. QuickBooks Desktop Home Page Insights gives you training in how to complete business documents.
- T 2. There is more than one version of QuickBooks Desktop available for purchase.
- F 3. The QuickBooks backup (.qbb) file is used to record transactions.
- F 4. QuickBooks Home Page appears beneath the title bar and has a list of drop-down menus.
- T 5. Alt key + a letter may be used to access the drop-down menus on the menu bar.
- T 6. There are various methods of giving QuickBooks commands including use of QuickBooks Home Page, the menu bar, and keyboard shortcuts.
- T 7. Each QuickBooks Desktop menu focuses on a different area of the program.
- F 8. By default, the Icon bar is displayed at the top of the QuickBooks Desktop screen.
- T 9. The Report Center contains all the reports available in QuickBooks Desktop.

- T 10. When you use QuickBooks Desktop to make a company backup file, QuickBooks Desktop creates a condensed file that contains the essential transaction and account information.

MULTIPLE CHOICE

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

- B 11. QuickMath displays ____.
- A. a calculator
 - B. adding machine tape
 - C. a calculator with adding machine tape
 - D. none of the above
- B 12. ____ allow(s) you to make a closer observation of transaction details and/or amounts.
- A. Graphs
 - B. QuickZoom
 - C. Invoices
 - D. The Balance Sheet
- B 13. To add your name to a QuickBooks Company name, you use the ____.
- A. Edit menu
 - B. Company menu
 - C. Company Preferences
 - D. Chart of Accounts
- C 14. The QuickBooks Desktop Menu that enables you to backup your company file is ____.
- A. Company
 - B. Edit
 - C. File
 - D. Help
- D 15. In both manual and computerized account systems, transactions must still be ____.
- A. Analyzed
 - B. Recorded
 - C. Posted
 - D. All the above
- D 16. A .qbb extension on a file name means that the file is ____.
- A. a backup file
 - B. the working file
 - C. a restored file

D. open

- A 17. A(n) ___ is a list in QuickBooks Desktop.
A. Chart of Accounts
B. Invoice
C. Company
D. none of the above
- A 18. QuickBooks Desktop Home Page ____.
A. allows you to give commands to QuickBooks Desktop according to the type of transaction being entered
B. are icons shown in a row beneath the menu bar
C. appears above the menu bar
D. appears at the bottom of the screen
- C 19. The extension for a company file that may be used to enter transactions is ____.
A. .qbi
B. .qbb
C. .qbw
D. .qbc
- D 20. In the Report Center, the reports may be displayed in ____ view.
A. Carousel
B. List
C. Grid
D. All the above

FILL-IN

IN THE SPACE PROVIDED, WRITE THE ANSWER THAT MOST APPROPRIATELY COMPLETES THE SENTENCE.

21. To verify the company being used in QuickBooks, you check the title bar.
22. To get the most current features in QuickBooks Desktop, you Update the program.
23. To find the summary of the information needed to manage bills on one screen, you click the Bill Tracker Icon on the Icon Bar.
24. The Accountant Center, has tools that may be used by the company's accountant
25. The Company section of the Home Page has an icon to display the Chart of Accounts.