

TASK 5: SAVE EXERCISE 3.2


Backup

Save a backup of your Exercise 3.2 file using the file name: **YourName Exercise 3.2 Backup.QBB**. See *Appendix B: Back Up & Restore QuickBooks Files* for instructions.



WORKFLOW

If you are using the Workflow approach, you can leave your .QBW file open and use it for the next chapter.



RESTART & RESTORE

If you are stopping your QuickBooks work session and changing computers, you will need to restore your .QBB file when you restart.



EXERCISE 3.3: WEB QUEST

Various preprinted check forms and deposit slips are available from Intuit. These preprinted forms can be used with your printer to create checks and deposit slips.

The Website listed is subject to change.

Step 1: Go to www.quickbooks.com.

Step 2: Locate and **print** information about the security features of basic voucher checks versus Secure Plus voucher checks.



EXERCISE 3.4: ONLINE FINANCIAL SECURITY

Online financial services, although convenient, can present security risks. To learn more about security for online financial services, use the QuickBooks Help feature to explore this topic.

Step 1: Use QuickBooks Help to search for: **Security of online services**.

Step 2: **Print** the information you find.