



## CHAPTER 1 QUICK CHECK

NAME:

INSTRUCTIONS:

1. CHECK OFF THE ITEMS YOU COMPLETED.
2. ATTACH THIS PAGE TO YOUR PRINTOUTS.

### CHAPTER 1

- \* Trial Balance
- Export to Excel Help

### EXERCISE 1.1

- \* Task 2: Profit & Loss Statement
- \* Task 3: Balance Sheet

### EXERCISE 1.2

- Help Topic Printout

### EXERCISE 1.3

- Your Choice Help Topic Printout

### EXERCISE 1.4

- Intuit App Printout



Ask your instructor if you should Go Digital (Excel\* or PDF) or use paper printouts.

\* Export these reports to CH1 REPORTS Excel template.

Items without \* **cannot** be exported to Excel. Such items must be saved as PDF or printed. Ask your instructor.

### NOTE TO INSTRUCTORS

\* Identifies assignments exported to Excel that can be speedgraded using the QuickBooks QuickGrader.



Download Go Digital Excel templates at [www.My-QuickBooks.com](http://www.My-QuickBooks.com).

\* Export these reports to CH1 REPORTS template.



## REFLECTION: A WISH AND A STAR

Reflection improves learning and retention. Reflect on what you have learned after completing Chapter 1.

### A Star:

What did you like best that you learned about QuickBooks in Chapter 1?

### A Wish:

If you could pick one thing, what do you wish you knew more about when using QuickBooks?