

8. Use the following information to create an Item List.

Type	Item Name	Description	Rate	Account
Service	Internet Marketing	Internet Marketing Consulting	\$50.00	Sales
Service	Social Network Marketing	Social Network Marketing Consulting	\$60.00	Sales

9. Export to **Excel** the Item List. (Report Center > List > Item Listing.)

10. Mark the reports completed on the **8 REPORTS** sheet. Save your Excel file.

11. Save a .QBB backup of your work.



PROJECT 8 QUICK CHECK

NAME:

INSTRUCTIONS:

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



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

PROJECT 8

- * Chart of Accounts
- * Customer List
- * Vendor List
- * Item List



Download Go Digital Excel templates at www.My-QuickBooks.com.