COMPUTER CLASSES

INTRODUCTION TO QUICKBOOKS
This workshop provides an overview of QuickBooks software. It starts with an introduction to forms, lists, registers and menus and goes on to setting up a company, working with files and accounts, managing inventory, invoicing, forms, payments, statements, deposits, bank accounts, loans, bills, credit cards, depreciation, reports, graphs, sales tax, payroll, deductions, tax forms, writing checks, customizing and more. Learn to edit, delete, move information and modify QuickBooks preset charts of accounts and customized forms.

**Instructor:** Anthony Canavaciol
**Course:** CE9 569
**Fee:** $150

QUICKBOOKS II
Knowledge of Introduction to QuickBooks (CE9 569) recommended. Track credit card transactions and charges. Work with QuickBooks asset and liability accounts, postings, loan payments and equity accounts. Payroll features include maintaining, running, and adding items; adding new employees; writing payroll checks; accounting for tax liability; calculating amounts owed; and printing forms. Students calculate various pay dates and tax liability through hands-on applications. Create and customize QuickBooks reports and graphs.

**Instructor:** Anthony Canavaciol
**Course:** CE9 570
**Fee:** $150

QUICKBOOKS SPECIAL FEATURES
Knowledge of Introduction to QuickBooks (CE9 569) and QuickBooks II (CE9 570) recommended. Track and pay sales tax, set up tax rates, apply tax, determine what is owed and maintain sales tax register. Learn estimating, process invoicing, tracking time, job costing profitability, customizing forms, working with QuickBooks letters, templates, and managing inventory.

**Instructor:** Anthony Canavaciol
**Course:** CE9 571
**Fee:** $75

FORMULAS AND CHARTS IN EXCEL I
Participants should have knowledge of MS Excel. Includes an overview of Microsoft Excel, and a quick review of creating and saving a workbook. Explore how to create simple formulas in Excel such as sum, maximum, minimum, average, and count. Also create and edit charts such as column, bar, and pie, how to add labels to a pie chart and how to place a chart on a separate worksheet.

**Instructor:** Anthony Canavaciol
**Course:** CE9 572
**Fee:** $75

FORMULAS AND CHARTS IN EXCEL II
Participants should have knowledge of MS Excel or have taken Formulas and Charts I (CE9 572). Create more advanced formulas in Excel, including the “IF” function, applying absolute referencing to cells that will remain constant, grouping worksheets together, creating formulas for all grouped worksheets, and creating and filtering data lists. Creating and editing charts and linking Microsoft Excel to other Microsoft applications will also be discussed.

**Instructor:** Anthony Canavaciol
**Course:** CE9 573
**Fee:** $75