

Individual



Intuit® QuickBooks®

The most realistic, interactive & complete training!

Teach Yourself:

- ✓ QuickBooks
- ✓ Accounting Fundamentals
- ✓ Business Planning

200+ Interactive Lessons

Covers All the Latest Versions of QuickBooks**



Just-In-Time Learning for instant training on just the topics you need!



Intuit® QuickBooks®

The most realistic, interactive & complete training!

Professor Teaches, the leading brand of training, provides realistic, interactive, and complete training for QuickBooks. Build your skills and learn everything you need, from beginning to advanced topics. Each interactive tutorial is organized for fast and easy learning with practical exercises that build skills quickly and effectively.



Introductions, summaries, and end-of-chapter exercises all reinforce your learning.

Chapters are organized into specific learning objectives, easily available from the main menu.

No Other Training is More Complete!

- ✓ Hundreds of Learning Topics
- ✓ 5 to 10 Hours of Training per Course
- ✓ Beginner to Advanced Topics
- ✓ Self-Paced Learning Objectives
- ✓ Introductions & Summaries
- ✓ Interactive Exercises
- ✓ Professional Voice Narration
- ✓ Realistic Simulation of Software
- ✓ End-of-Chapter Quiz Questions
- ✓ Checkmarks for Completed Topics
- ✓ Glossary, Index & Search
- ✓ Professor Answers for Instant Training

Self-paced, interactive lessons allow you to practice in a realistic simulation of the software.

Start Learning Today!

Be the first to learn the new features of QuickBooks and stay current with the latest technology!



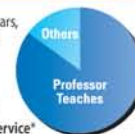
Find out how to build professional business reports and generate tax form information instantly.



Check for errors and make corrections from a single location using the Client Data Review Center.

#1 Best-Selling

For the past 10 years, Professor Teaches brand outsold all competitors combined! The NP Group/ Retail Tracking Service*



#1 Award-Winning

Codie Award Finalist Twice



#1 Recommended

"... This is my choice for best buy award" – Microcomputer Journal
"... Professor can be used even if you don't yet own a copy of Office.
... And it comes at a great price."
– The Herald News



#1 in Innovation

- 1st with Just-in-Time training
- 1st in Interactivity
- 1st in Accurate Simulations





The most realistic, interactive, & complete training!



Learn the features of **QuickBooks** to help you manage your small business accounting and finances. Take advantage of powerful new tools that track sales and business expenses, create invoices and reports, and monitor business performance.

Realistic

Realistic simulations provide an accurate learning environment so your transition to QuickBooks is fast & easy.

Interactive

More than just videos, you'll interact to perform the correct action during each exercise for better learning & retention.

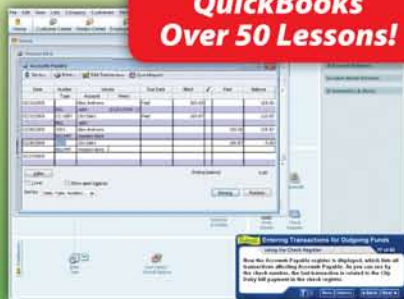
Complete

Hundreds of learning topics for beginner through advanced subjects are included. No other training is more complete.

Each course provides 5 to 10 hours of training!

Take Advantage of QuickBooks to Save Time on Everyday Tasks

QuickBooks offers a breakthrough way to manage your business. Teach yourself how to print checks, pay bills, and track expenses. Now, you can build your skills quickly and unlock the power of QuickBooks to expand your business.



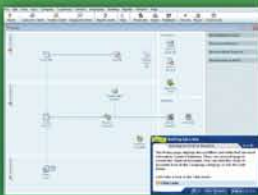
QuickBooks Over 50 Lessons!

Unlock the power to collect, analyze, and share critical business information.

QuickBooks — over 50 lessons

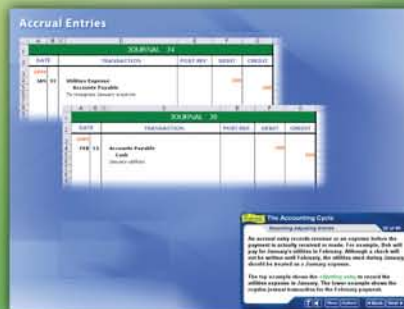
- QuickBooks and Accounting
- Managing Transactions
- Cash and Accrual Accounting Methods
- Specifying Features for Your Business
- Understanding the Incoming Funds Workflow
- Creating Invoices for Services and Products
- Understanding the Outgoing Funds Workflow
- Making General Ledger Journal Entries
- Navigating QuickBooks
- Building the Chart of Accounts
- Entering Opening Balances
- Understanding the Employees List
- Understanding Document Management
- Adding Sales Tax Items
- Working with Timesheets
- Understanding Multiple List Entries
- Including Timesheet Hours on Bills
- Using the Check Register
- Banking Online
- Working with Multiple Currencies
- Reconciling Bank Accounts
- Backing Up and Restoring Data
- Exploring Live Community
- Working with Reports
- Reviewing the Profit and Loss Statement
- Viewing Customer and Vendor Reports
- Exploring the Data Review Center
- Generating Report Graphs
- Using QuickFilter
- Customizing Reports
- Creating a Company File
- Using Company Snapshot

Learn how to track inventory and create purchase orders instantly.



The only competitive brand to cover the NEW QuickBooks features!

Accounting Fundamentals — over 40 lessons



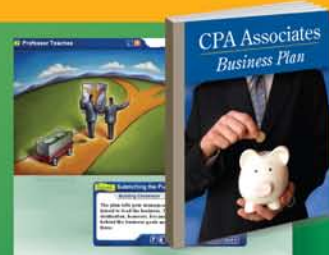
Familiarize yourself with essential accounting concepts as a foundation for success.

- Accounting Assumptions
- Assets, Liabilities, and Equity
- The Accounting Equation
- The Income Statement
- Statement of Owner's Equity
- The Accounting Period
- The General Ledger
- The Chart of Accounts
- Understanding Debits and Credits
- Double Entry Accounting
- Revenue and Expense Accounts
- Posting to the General Ledger
- Merchandising vs. Service Business
- Determining Net Income
- Returns and Discounts
- Inventory
- Checking Account Controls
- Bank Reconciliations
- Cash Controls
- The Purchase Order System

The fastest, easiest way to learn accounting!

Business Planning — over 30 lessons

- Identifying Customers and Markets
- Describing Products and Services
- Setting Strategies and Tactics
- Developing the Plan
- Describing the Company
- Structuring the Organization
- Building a Management Team
- Conducting Feasibility Analyses
- Targeting Customers
- Characterizing the Market
- Forecasting Sales
- Managing Cash Flow
- Understanding the Financials
- Writing the Plan
- Providing Financial Details
- Using Charts and Graphs
- Preparing an Executive Summary
- Persuading Lenders
- Convincing Investors
- Locating Other Funding



Learn to create a business plan & discover strategies for ongoing success.

Get Quick Assistance with Professor Answers

Find answers to your questions faster and easier than Help. Search and Browse are just one click away to help you locate specific topic training you need, right when you need it.



Sits on Your Desktop One Easy Click Away!



OPEN

Individual
SOFTWARE



The most realistic, interactive & complete training!
Intuit®
QuickBooks®



Also compatible with Windows® Vista®, XP & 2000



Intuit® QuickBooks®

The most realistic, interactive & complete training!

System Requirements

- Pentium® PC or Higher
- Microsoft® Windows® 7, Vista, XP, or 2000
- Average 150 MB Hard Drive space available per application
- DVD-ROM Drive
- 1024 x 768, 16-Bit Color Display
- Sound Card
- Speakers or Headphones
- Mouse



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Tech Support: (925) 734-6767 or www.individualsoftware.com/support

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USE OF THIS PRODUCT SUBJECT TO THE RESTRICTIONS AND THE LIMITATIONS OF WARRANTY UNDER THE AGREEMENT CONTAINED ON THE SOFTWARE HEREIN.

*Source: The NPD Group / Retail Tracking Service – cumulative unit and dollar sales (2000 – 2009). Computer Training defined by Individual Software as the NPD Office/Windows Training Category.

****5 Program
Tutorial Set –
Separate
Courses for
QuickBooks
2010, 2011
and 2012.**



Individual
SOFTWARE



The most realistic, interactive & complete training!
Intuit®
QuickBooks®



Also compatible with Windows® Vista®, XP & 2000