

# Professor teaches

**#1 Best SELLING**  
Computer Training  
FOR 8 YEARS

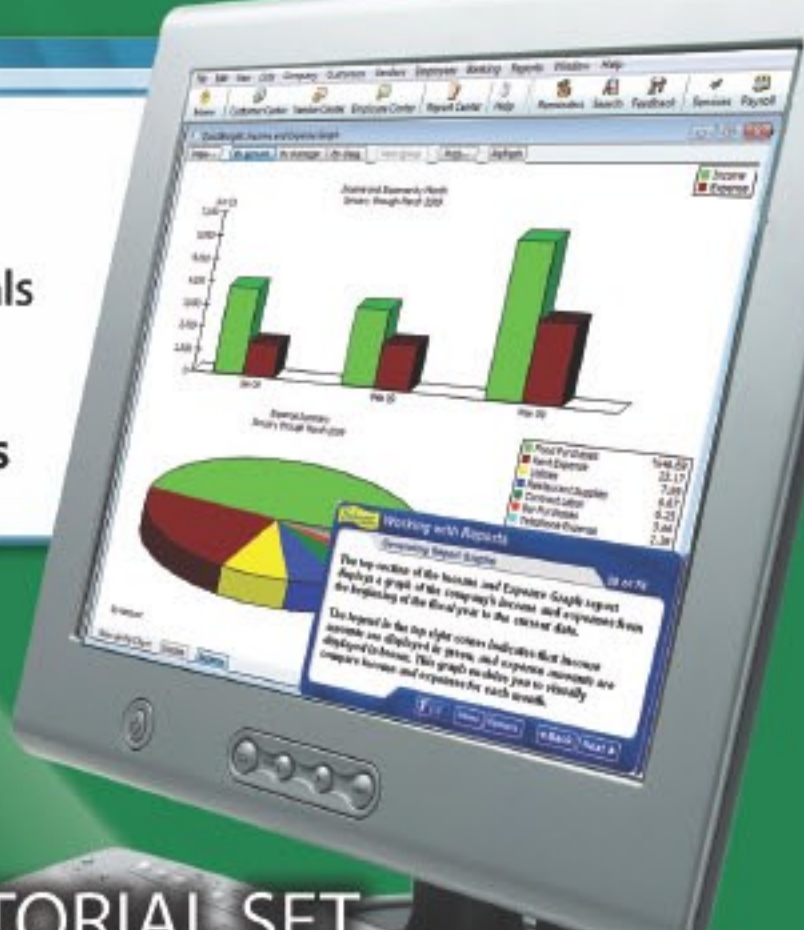
## Intuit® QuickBooks 2008

The most realistic, interactive & complete training!

### Teach Yourself:

- ✓ QuickBooks 2008
- ✓ Accounting Fundamentals
- ✓ Business Planning

**120+ Interactive Lessons**



## 3 PROGRAM TUTORIAL SET



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

Professor answers

Professor teaches

The most realistic, interactive, & complete training!

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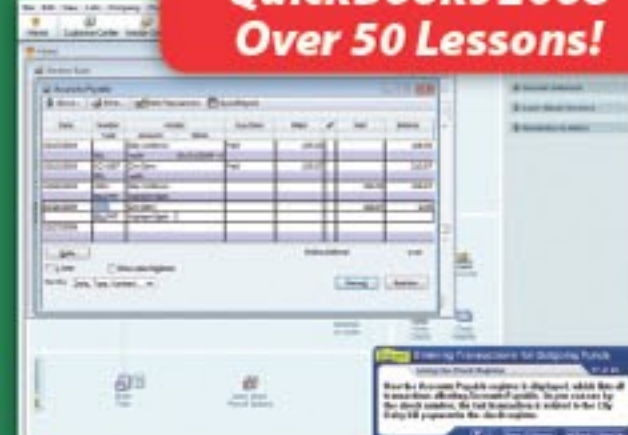
Learn the features of **QuickBooks 2008** to help you manage your small business accounting and finances. Take advantage of powerful new tools that track sales and business expenses, create invoices and reports, and monitor business performance.

### 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.

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

**QuickBooks 2008**  
Over 50 Lessons!



### QuickBooks 2008 — over 50 lessons

- QuickBooks and Accounting
- Managing Transactions
- Cash and Accrual Accounting Methods
- Creating a Company File
- Specifying Features for Your Business
- Navigating QuickBooks
- Building the Chart of Accounts
- Entering Opening Balances
- Understanding the Employees List
- Adding Sales Tax Items
- Working with Timesheets
- Understanding the Incoming Funds Workflow
- Creating Invoices for Services and Products
- Understanding the Outgoing Funds Workflow
- Including Timesheet Hours on Bills
- Using the Check Register

- Reconciling Bank Accounts
- Making General Ledger Journal Entries
- Backing Up and Restoring Data
- Reviewing the Profit and Loss Statement
- Generating Report Graphs
- Viewing Customer and Vendor Reports
- Customizing Reports



Learn how to track inventory and create purchase orders instantly.

Increase your productivity using QuickBooks Pro or Premier!

### Realistic

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

### Interactive

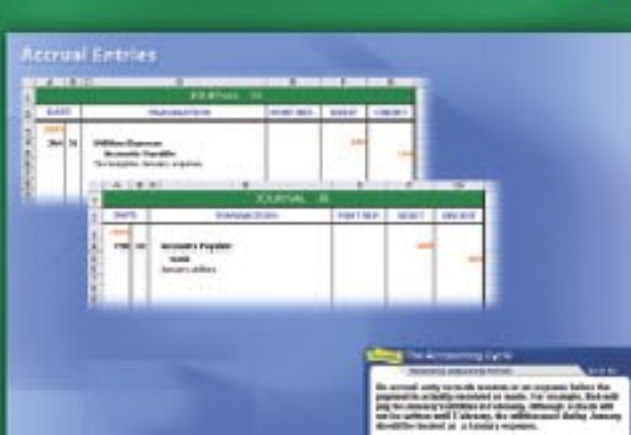
More than just videos, you'll interact to perform the correct action during each exercise for better learning & retention.

### 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!

### Accounting Fundamentals — over 40 lessons



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

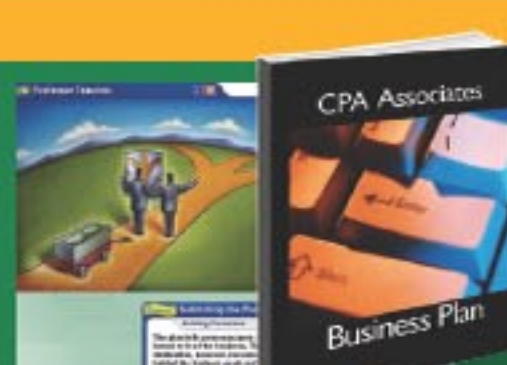
- Accounting Assumptions
- Assets, Liabilities, and Equity
- The Accounting Equation
- The Income Statement
- Statement of Owner's Equity
- The Accounting Period
- The General Ledger
- The Chart of Accounts
- Understanding Debits and Credits
- Double Entry Accounting
- Revenue and Expense Accounts
- 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!

OPEN

### 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



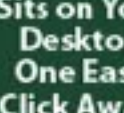
Learn to create a business plan & discover strategies for ongoing success.

### 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!

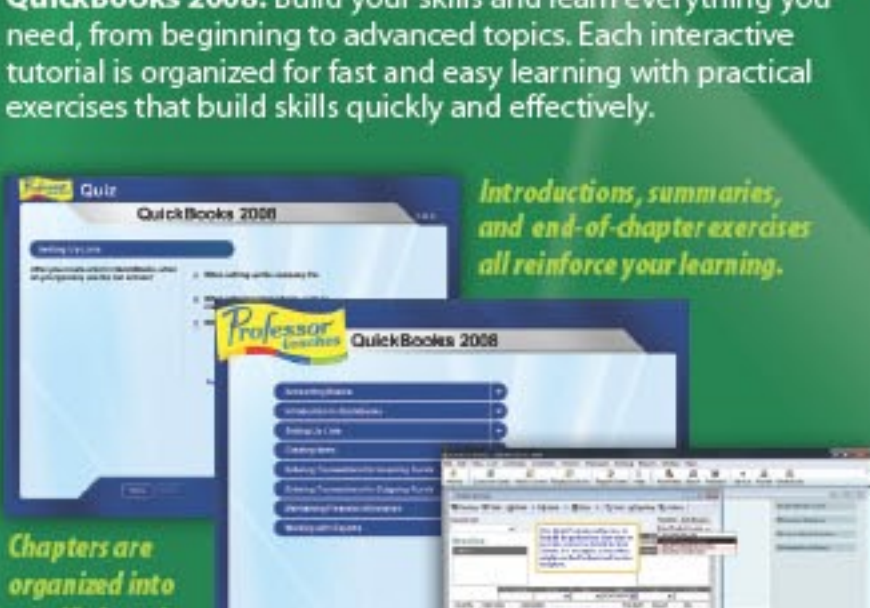


Professor teaches

## Intuit® QuickBooks 2008

The most realistic, interactive & complete training!

Professor Teaches, the leading brand of training, provides realistic, interactive, and complete training for QuickBooks 2008. 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.



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

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

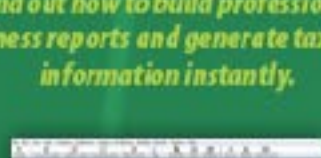
### #1 Best-Selling

For the past 8 years Professor Teaches brand outsold all competitors combined!

The NPD/Group/Retail Tracking Service



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



Discover how QuickBooks 2008 can help save you time on everyday tasks and improve the way you conduct business.

### 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 2008 and stay current with the latest technology!

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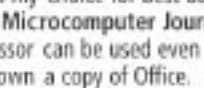
### #1 Award-Winning

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

1<sup>st</sup> with Just-in-Time training

1<sup>st</sup> in Interactivity

1<sup>st</sup> in Accurate Simulations

**1<sup>st</sup>**