



Q u i c k e n 2 0 0 8

Topic-Level Outline

Duration:

One day

Description:

This ILT Series course, rated 4.9/5.0 in overall quality by ProCert Labs, teaches students how to track and manage their personal finances using Quicken 2008. Topics include account types, transaction management, budgets, reports, graphs, and data backup/protection.

Table Of Contents:

Unit 1: Getting started

Topic A: Introducing Quicken 2008

Topic B: Getting Help and closing Quicken

Unit 2: Setting up accounts and entering transactions

Topic A: Creating data files and accounts

Topic B: Entering transactions

Topic C: Memorized and scheduled transactions

Topic D: Using the Calendar

Unit 3: Managing transactions and categories

Topic A: Modifying transactions

Topic B: Finding and replacing transactions

Topic C: Managing categories

Unit 4: Managing accounts and data files

Topic A: Reconciling accounts

Topic B: Modifying accounts

Topic C: Managing data files

Unit 5: Budgets, reports, and graphs

Topic A: Working with budgets

Topic B: Working with reports

Topic C: Working with graphs

Unit 6: Customizing Quicken and protecting data

Topic A: Customizing Quicken

Topic B: Protecting and backing up data