

# KEEP IT SIMPLE COMPUTER TRAINING

[WWW.KEEPITSIMPLE.NET](http://WWW.KEEPITSIMPLE.NET)

866-PC-SKILLS

<b>Course Title:</b>	<b>Manage Your Money with Quicken</b>
<b>Course Length:</b>	1 day
<b>Prerequisite:</b>	Basic Computer Skills
<b>Course Description:</b>	Topics include setting up accounts and categories, entering checks and deposits, balancing the checkbook, correcting errors, transferring funds, creating reports, scheduling transactions, creating budgets, and tracking loans.
<b>Performance Objectives:</b> <b>Students will become skilled in ...</b>	<ol style="list-style-type: none"><li>1. Explore the Quicken Environment<ol style="list-style-type: none"><li>1.1. Navigation Shortcuts</li><li>1.2. Viewing Lists and Accounts</li></ol></li><li>2. Setting Up Your Finances<ol style="list-style-type: none"><li>2.1. Setting Up Accounts</li><li>2.2. Setting Up Paychecks for Manual or Direct Deposit</li><li>2.3. Setting Up Categories</li><li>2.4. Setting Up Credit Cards</li></ol></li><li>3. Banking<ol style="list-style-type: none"><li>3.1. Adding Transactions to the Register</li><li>3.2. Writing and Printing Checks</li><li>3.3. Categorizing Transactions</li><li>3.4. Transferring Funds</li><li>3.5. Splitting Transactions</li><li>3.6. Using Memorized Transactions</li><li>3.7. Scheduling Transactions</li><li>3.8. Balancing the Checkbook</li></ol></li><li>4. Creating Reports<ol style="list-style-type: none"><li>4.1. Using Standard Reports</li><li>4.2. Creating Customized Reports</li><li>4.3. Memorizing Reports</li><li>4.4. Tracking Investments and Investment Reports</li><li>4.5. Creating Budgets and Budget Reports</li></ol></li><li>5. Using Online Services</li></ol>