

<<Microsoft Office Acc>>

图书基本信息

书名：<<Microsoft Office Accounting Professional 2007 进阶指南>>

13位ISBN编号：9780735624207

10位ISBN编号：0735624208

出版时间：2007-10

出版时间：北京科文图书业信息技术有限公司

作者：Curtis Frye

页数：365

版权说明：本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问：<http://www.tushu007.com>

<<Microsoft Office Acc>>

内容概要

The smart way to learn Microsoft Office Accounting Professional 2007 one step at a time! Work at your own pace through the easy numbered steps, practice files on CD, helpful hints, and troubleshooting tips to master the fundamentals of communicating your message effectively with the latest version of Office Accounting Professional. Updated from Microsoft Office Small Business Accounting 2006 Step by Step, you will discover the latest features in the accounting solution aimed at small business owners. You will learn how to manage your business financials, get a complete view of your business, and help your business flourish no accounting experience required. You will even learn how to sell products online and get paid faster. Plus, discover how to integrate your work with other Microsoft Office programs, including Microsoft Office Excel® 2007 and Microsoft Office Word 2007. With STEP BY STEP, you can take just the lessons you need or work from cover to cover. Either way, you drive the instruction, building and practicing the skills you need, just when you need them!

This guide also includes coverage of Office Accounting Express 2007. Includes an easy-search companion CD with hands-on practice files, a complete eBook, and more! 作者简介：Curtis Frye is a freelance writer and Microsoft Most Valuable Professional for Microsoft Office Excel®. He lives in Portland, Oregon, and is the author of eight books from Microsoft Press, including Excel 2007 Step by Step, Microsoft Office Access® 2007 Plain & Simple, Microsoft Office Excel 2007 Plain & Simple, and Microsoft Office Accounting 2006 Step by Step. He has also written numerous articles for the Microsoft Work Essentials Web site.

书籍目录

Introducing Accounting 2007 Navigating Within Accounting 2007 Managing Your Business Information for Readers Running Windows XP Using the Start Menu Navigating Dialog Boxes Features and Conventions of This Book Using the Book's CD What's on the CD? Minimum System Requirements Installing the Practice Files Using the Practice Files Reinstalling the Practice Files Getting Help Getting Help with This Book and Its Companion CD Getting Help with Microsoft Office Accounting 2007 1 Touring a Sample Company in Accounting Express 2007 Touring a Sample Company in Accounting Professional 2007 Key Points 2 Setting Up a New Company Preparing to Set Up the Accounting System (What You'll Need) Determining a Fiscal Year and Start Date Preparing a Trial Balance Collecting Information Before Getting Started Creating a Company File Working Through the Accounting Professional Setup Wizard Working Through the Accounting Express Setup Wizard... Changing Company Preferences Sidebar: Choosing an Entity Type for Your Business Managing Company Data Importing Company Data Sidebar: A Word About Comparability Defining Multiple Companies Sidebar: When a New Company Might Be a Good Idea Protecting Your Data Files Creating a Backup File Restoring Data from a Backup File Archiving Transactions from Past Fiscal Years Sidebar: Data Retention Considerations Key Points 3 Accounting: A Quick Overview What Is Accounting? The Duality Concept (Double-Entry Bookkeeping) The Accrual Concept Other Accounting Concepts and Principles Key Accounting Terms and Definitions The Importance of Accounting Policies Accounting for Your Small Business Accounting for Your Business Cycle Your Accounting Cycle Ongoing Requirements for Your Business Key Points 4 Managing the Chart of Accounts 5 Managing Products and Services 6 Managing Customers 7 Managing Jobs 8 Generating and Managing Quotes 9 Handling Sales 10 Selling Goods and Services on eBay 11 Managing Invoices 12 Handling Customer Payments 13 Purchasing from Vendors 14 Managing Bank Accounts and Transactions 15 Creating Reports to Manage Your Business Glossary Index About the Authors Acknowledgments

版权说明

本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问:<http://www.tushu007.com>