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Google Drive Instruction Manual

S Marginson



Google Drive Instruction Manual:

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Google Drive and Docs in 30 Minutes (2nd Edition) Ian Lamont, 2015-01-26 Updated in 2018 The top selling guide to Google s free online office suite is now available in a revised and expanded second edition Thirty minutes is all you ll need to get up to speed with Google Drive Google Docs Google Sheets and Google Slides the free online productivity suite and alternative to Microsoft Office Millions of people use the software every day You can use Drive Docs Sheets and Slides to perform the following tasks Write letters and reports Crunch numbers and create online data entry forms Give presentations Collaborate online with classmates and colleagues Convert Microsoft Office documents to Google formats and vice versa Print documents drawings and spreadsheets Export PDFs Make pie charts bar charts and simple tables Publish documents and spreadsheets online using the new Google Sites After covering registration file creation and other basics Google Drive and Docs In 30 Minutes 2nd Edition zeroes in on the most important time saving tips and productivity tools Highlights include Converting files between Microsoft Office and Google formats Best practices for organizing files in Google Drive What to expect with collaboration and sharing The pros and cons of Google s mobile apps for Drive Docs Sheets and Slides

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Items with a Bill 5 Entering Item Receipts 6 Matching Bills to Item Receipts 7 Adjusting Inventory Setting Up Other Items 1
Service Items 2 Non Inventory Items 3 Other Charges 4 Subtotals 5 Groups 6 Discounts 7 Payments 8 Changing Item Prices
Basic Sales 1 Selecting a Sales Form 2 Creating an Invoice 3 Creating Batch Invoices 4 Creating a Sales Receipt 5 Finding
Transaction Forms 6 Previewing Sales Forms 7 Printing Sales Forms Using Price Levels 1 Using Price Levels Creating Billing
Statements 1 Setting Finance Charge Defaults 2 Entering Statement Charges 3 Applying Finance Charges and Creating
Statements Payment Processing 1 Recording Customer Payments 2 Entering a Partial Payment 3 Applying One Payment to
Multiple Invoices 4 Entering Overpayments 5 Entering Down Payments or Prepayments 6 Applying Customer Credits 7
Making Deposits 8 Handling Bounced Checks 9 Automatically Transferring Credits Between Jobs 10 Manually Transferring
Credits Between Jobs Handling Refunds 1 Creating a Credit Memo and Refund Check 2 Refunding Customer Payments
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Entering a Vendor Credit 6 Applying a Vendor Credit 7 Upload and Review Bills Using Bank Accounts 1 Using Registers 2
Writing Checks 3 Writing a Check for Inventory Items 4 Printing Checks 5 Transferring Funds 6 Reconciling Accounts 7
Voiding Checks 8 Adding Bank Feeds 9 Reviewing Bank Feed Transactions 10 Bank Feed Rules 11 Disconnecting Bank Feed
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Rearranging and Resizing Report Columns 7 Memorizing a Report 8 Memorized Report Groups 9 Printing Reports 10 Batch
Printing Forms 11 Exporting Reports to Excel 12 Saving Forms and Reports as PDF Files 13 Comment on a Report 14
Process Multiple Reports 15 Scheduled Reports Using Graphs 1 Using Graphs 2 Company Snapshot Customizing Forms 1
Creating New Form Templates 2 Performing Basic Customization 3 Performing Additional Customization 4 The Layout
Designer 5 Changing the Grid and Margins in the Layout Designer 6 Selecting Objects in the Layout Designer 7 Moving and
Resizing Objects in the Layout Designer 8 Formatting Objects in the Layout Designer 9 Copying Objects and Formatting in
the Layout Designer 10 Adding and Removing Objects in the Layout Designer 11 Aligning and Stacking Objects in the Layout
Designer 12 Resizing Columns in the Layout Designer Estimating 1 Creating a Job 2 Creating an Estimate 3 Duplicating
Estimates 4 Invoicing From Estimates 5 Updating Job Statuses 6 Inactivating Estimates 7 Making Purchases for a Job 8
Invoicing for Job Costs 9 Using Job Reports Time Tracking 1 Tracking Time and Printing a Blank Timesheet 2 Weekly
Timesheets 3 Time Enter Single Activity 4 Invoicing from Time Data 5 Using Time Reports 6 Tracking Vehicle Mileage 7
Charging Customers for Mileage Payroll 1 The Payroll Process 2 Creating Payroll Items 3 Setting Employee Defaults 4
Setting Up Employee Payroll Information 5 Creating Payroll Schedules 6 Creating Scheduled Paychecks 7 Creating
Unscheduled Paychecks 8 Creating Termination Paychecks 9 Voiding Paychecks 10 Tracking Your Tax Liabilities 11 Paying
Your Payroll Tax Liabilities 12 Adjusting Payroll Liabilities 13 Entering Liability Refund Checks 14 Process Payroll Forms 15

Tracking Workers Compensation Using Credit Card Accounts 1 Creating Credit Card Accounts 2 Entering Credit Card Charges 3 Reconciling and Paying Credit Cards Assets and Liabilities 1 Assets and Liabilities 2 Creating and Using an Other Current Asset Account 3 Removing Value from Other Current Asset Accounts 4 Creating Fixed Asset Accounts 5 Creating Liability Accounts 6 Setting the Original Cost of Fixed Assets 7 Tracking Depreciation 8 The Fixed Asset Item List Equity Accounts 1 Equity Accounts 2 Recording an Owner's Draw 3 Recording a Capital Investment Writing Letters With QuickBooks 1 Using the Letters and Envelopes Wizard 2 Editing Letter Templates Company Management 1 Viewing Your Company Information 2 Setting Up Budgets 3 Using the To Do List 4 Using Reminders and Setting Preferences 5 Making General Journal Entries 6 Using Payment Reminders 7 Receipt Management Using QuickBooks Tools 1 Company File Cleanup 2 Exporting and Importing List Data Using IIF Files 3 Advanced Importing of Excel Data 4 Updating QuickBooks 5 Using the Calculator 6 Using the Portable Company Files 7 Using the Calendar 8 The Income Tracker 9 The Bill Tracker 10 The Lead Center 11 Moving QuickBooks Desktop Using the Migrator Tool Using the Accountant's Review 1 Creating an Accountant's Copy 2 Transferring an Accountant's Copy 3 Importing Accountant's 4 Removing Restrictions Using the Help Menu 1 Using Help

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Richard D. Sorenson,Lloyd M. Goldsmith,David E. DeMatthews,2016-03-18

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