



Hands-on Exercise No. 2
Batch-06
QuickBooks

Total Marks: 10
Due Date: 02/04/2020

Instructions:

Please read the following instructions carefully before submitting this Hands-on Exercise:

- Use MS Word to prepare exercise solution.
- You may consult tutorials and videos if the concept is not clear.
- Your submitted exercise will not be considered/counted if:
 - It is submitted after due date.
 - It is not in the required format (.doc or .docx)
 - It does not open, or file is corrupt.
 - It is copied (partial or full) from any source (websites, forums, students, etc.)

Learning Outcome:

After completing this exercise, you shall be able to:

- Create a “Service” Item in the Item List.
- Create an “Other Charge” Item in the Item List.
- Create a “Non-Inventory” Item in the Item List.

Problem Statement

Please create the following three items of your own choice according to your company and business type in the items list in QuickBooks.

1. Create a “Service” Item
2. Create an “Other Charge” Item
3. Create a “Non-Inventory” Item

You are required to perform the above-mentioned tasks (with complete details) in QuickBooks and provide the screenshots of all the steps performed in MS Word file.

BEST OF LUCK ☺

How to take screenshots?

Method 1: Press “Windows logo key + PrtScn key”, It will take a screenshot and save it automatically to C:\Users\[YOUR COMPUTER NAME]\Pictures\Screenshots

Method 2: Press the “PrtScn” key and paste it to MS Word.

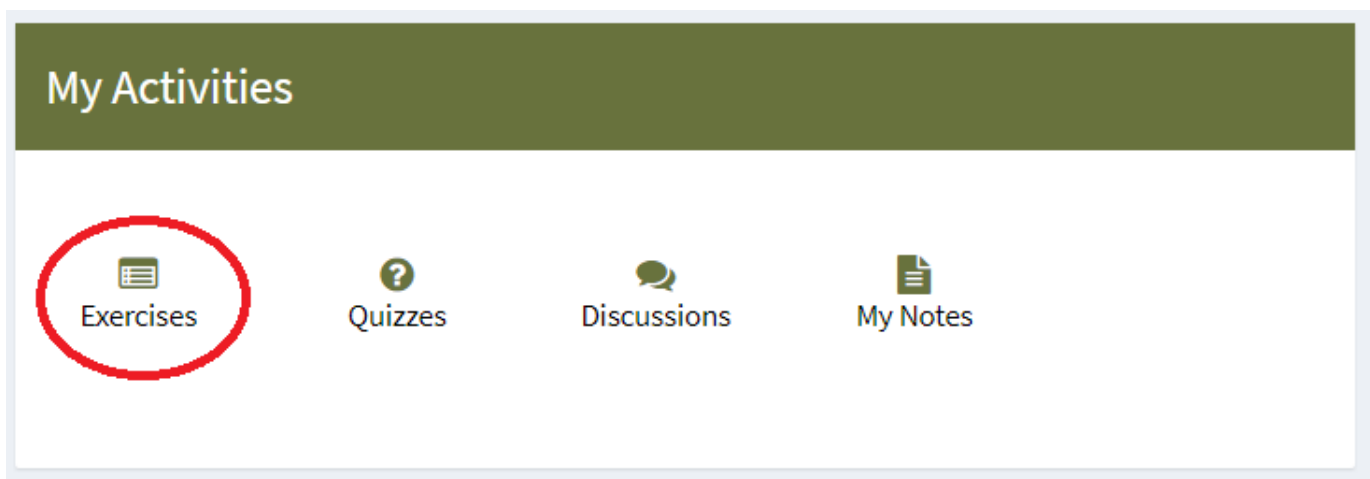
Method 3: Press “Windows + Shift + S”. Your screen will appear grayed out and your mouse cursor will change. Click and drag on your screen to select the part of your screen you want to capture. A screenshot of the screen region you selected will be copied. You can paste it in the MS Word by pressing Ctrl + V.

*To solve the Hands-on Exercise, you need to paste all the screenshots in MS word with the mentioned tasks and save it.

How to submit solution file on LMS?

Please perform the following steps for submitting your solution using LMS:

- 1) Login to the LMS
- 2) Click on the **Exercises** button within the **My Activities** section



- 3) Click on the submit button to upload your Solution.

DigiSkills.pk Learning Management System

Hand's On Exercise

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FRL101 - Freelancing

Title	Exercise	Due Date	Submit	Marks
Hands-On Exercise No. 1	Exercise File	Dec 20, 2018	Submit	Total Marks: 10.00

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4) Keep in mind to upload your Solution in .doc or .docx format