

Preface

Computer Accounting Essentials Using Microsoft Business Solutions–Great Plains, teaches you how to use Great Plains 8.0 software. For more than 20 years, Great Plains has been used by large and mid-sized businesses. Examples of businesses that use Great Plains are chain stores, franchise operations, manufacturers, and accounting firms.

Great Plains 8.0 has the look and feel of Microsoft's popular Office Suite software. You will notice immediately that Great Plains 8.0 looks like Microsoft Outlook 2003. This familiar interface will help you navigate the software. This also means that Great Plains and Microsoft Office products work together.

The software, Great Plains 8.0-Education and sample data CDs, are included with the textbook. See pages iii-xx for software installation instructions.



Read Me

Great Plains Standard 8.0-Education was used to write the textbook.

Computer Accounting Essentials Using Microsoft Business Solutions–Great Plains, 8.0, shows you how a service business could implement and use the software. When you complete this textbook you have a basic working familiarity with Great Plains software.

TEXTBOOK CONTENTS

The text includes 7 chapters and a project with step-by-step instructions and screenshots. At the end of each chapter, you will complete a Going to the Net writing assignment, prepare Flashcards of the chapter's key learning objectives, answer Multiple Choice or True/Make True questions, and demonstrate what you have learned in two Exercises. At the end of the project, there is a Check Your Progress assessment.



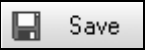

CONVENTIONS USED IN THE TEXTBOOK

As you work through the chapters in this textbook, you are expected to read and follow the step-by-step instructions. Numerous screen illustrations help you check your work.

The following conventions are used.

1. Information that you type appears in **boldface**; for example, Type **2100** in the Find by Account Number field.

2. Keys on the keyboard that are pressed appear like this: <Tab>; <Enter>.

3. Unnamed buttons and icons are shown as they appear on the window; for example, ,  (Navigation Pane), , , etc.

4. Read Me boxes are shown in most chapters. The information in the Read Me box goes into more detail about the task you are completing. Whenever you see a Read Me box, review this information.



5. Read the **Troubleshooting** boxes.
6. Footnotes are used. Read each one for more information about the task you are completing.

Good luck in your study and use of Great Plains 8.0 software.

Carol Yacht and Susan V. Crosson, Authors
Computer Accounting Essentials Using Microsoft Business Solutions—Great Plains 8.0
www.mhhe.com/greatplainsessentials