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**LESSON 15**    **Review questions  
and activities**



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## **Lesson 15: Customizing forms and writing QuickBooks Letters**

### **Review questions**

- 1** List three forms that can be customized in QuickBooks:
  - a** \_\_\_\_\_
  - b** \_\_\_\_\_
  - c** \_\_\_\_\_
- 2** True or false: The column order on QuickBooks forms is fixed and cannot be changed.
  - a** True
  - b** False
- 3** You use the \_\_\_\_\_ window to move and resize fields on forms.
- 4** You can add fields from which of the following lists to QuickBooks Letters?
  - a** Customers & Jobs
  - b** Employee
  - c** Vendor
  - d** All of the above
- 5** True or false: You can convert an existing Microsoft Word document into a QuickBooks Letter to which you can add QuickBooks data.
  - a** True
  - b** False

### **Review activities**

- 1** Customize the Sales Receipt form to change the default title on the header from “Sales Receipt” to “Cash Sale.”
- 2** Using the Layout Designer, make the columns for QTY and Rate narrower so the Description field is wider.
- 3** Customize the P.O. form to include the Terms field. Change the order of columns so that the QTY column and the Description column are switched.