



## Quicken 2012 QuickSteps

*Martin Matthews, Bobbi Sandberg*

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**Start using Quicken 2012 right away--the QuickSteps way.**

Color screenshots and clear instructions make it easy to ramp up on the latest release of the #1 personal finance software. Follow along and learn how to balance your checkbook; print checks; pay bills online; reconcile your bank, credit card, and investment accounts; track expenses; budget your money; and plan your financial future. Get up to speed on Quicken 2012 in no time with help from this practical, fast-paced guide.

**Use these handy guideposts:**

- Shortcuts for accomplishing common tasks
- Need-to-know facts in concise narrative
- Helpful reminders or alternate ways of doing things
- Bonus information related to the topic being covered
- Errors and pitfalls to avoid

**Marty Matthews** has more than 30 years of computing experience, is cocreator of the QuickSteps series, and the author or coauthor of more than 70 books, including the bestselling *Windows 7 QuickSteps* and *Microsoft Office 2010 QuickSteps*. He specializes in explaining complex topics to beginners.

**Bobbi Sandberg** is a consultant, instructor, and retired CPA who is recognized by Intuit as a Certified Professional Advisor. She teaches at community colleges and local senior centers and has been training users on Quicken since its first DOS version in the 1980s. Bobbi is the author of *Quicken 2012: The Official Guide* and other books.

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