



Advance CaseWare Working Papers Training Agenda

1. Create a new Working Papers File
 - 1.1 Practice Set 1 – Create a new Working Papers File

2. Copy Template
 - 2.1 Practice Set 2 – Copy Template

3. Issues
 - 3.1 Practice Set 3 – Issues

4. Sign Out, Check Out, Check In, Sign In, Maintenance
 - 4.1 Practice Set 4 – Sign Out, Check Out, Check In, Sign In, Maintenance

5. Consolidations and Combinations
 - 5.1 Practice Set 5 – Consolidations and Combinations

6. Year End Close
 - 6.1 Practice Set 6 –Year End Close

7. Protection Set Up
 - 7.1 Practice Set 7 – Protection Set Up

8. Lock Down
 - 8.1 Practice Set 8 – Lock Down

9. History
 - 9.1 Practice Set 9 – History

10. File Backup and Document Distribution
 - 10.1 Practice Set 9 - File Backup and Document Distribution