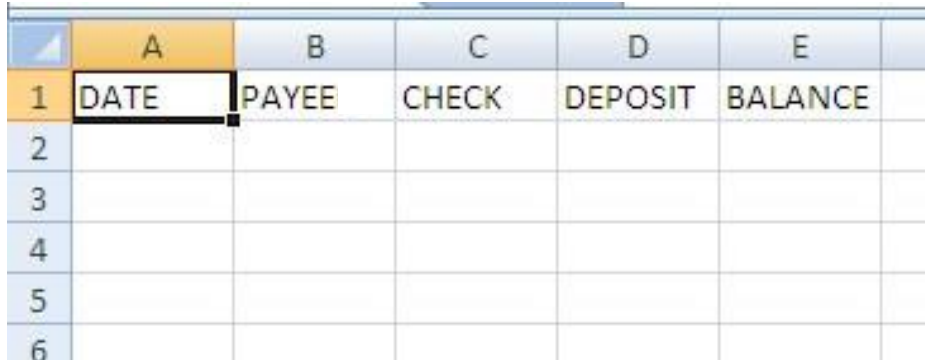


Microsoft Excel 1A

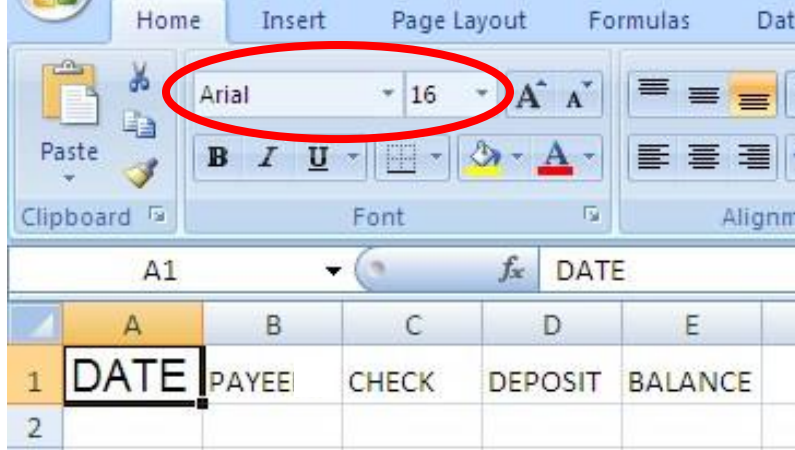
1. Open a new blank worksheet file in Microsoft Excel and save the file as YourName Excel1.
2. Key the column headings in cells A1 to E1 in capital letters as shown in the example below.



A screenshot of a Microsoft Excel worksheet. The first row (row 1) contains the column headings: 'DATE' in cell A1, 'PAYEE' in cell B1, 'CHECK' in cell C1, 'DEPOSIT' in cell D1, and 'BALANCE' in cell E1. The rows are numbered 1 through 6 on the left. The columns are labeled A through E at the top.

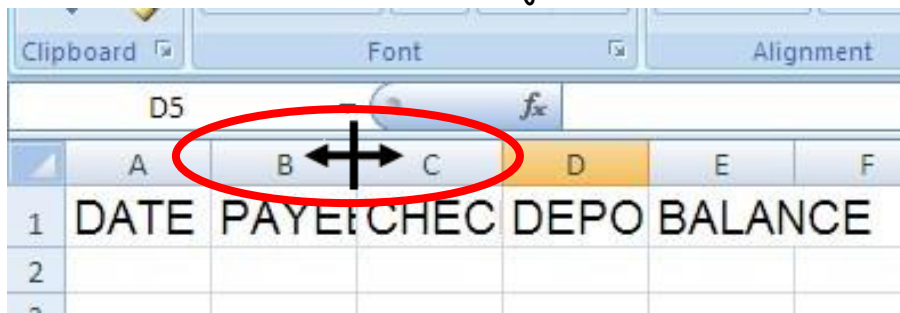
	A	B	C	D	E
1	DATE	PAYEE	CHECK	DEPOSIT	BALANCE
2					
3					
4					
5					
6					

3. Click on cell A1 and change it to Arial size 16 as shown.



Note: Make sure to change cells B1 to E1 to Arial size 16 too, even though some cells will be too small.

4. Place your mouse on the line between the columns as shown below and drag over to make the column wider. Adjust all the column widths the same way.

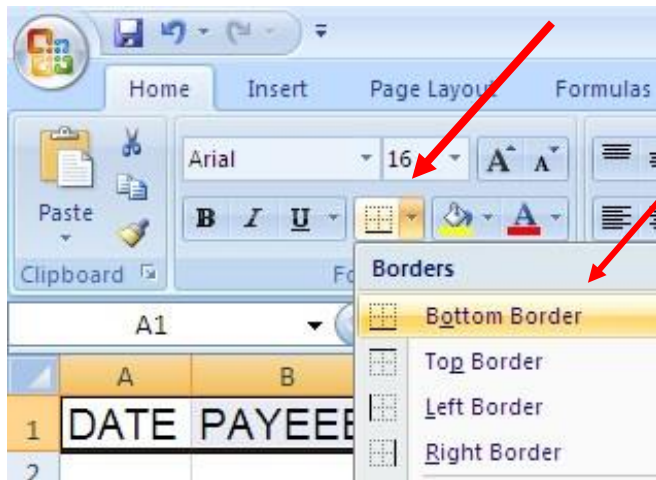


5. Click in cell A1, hold the mouse button and drag over to highlight the cells A1 to E1 as shown below:

Microsoft Excel 1A

	A	B	C	D	E
1	DATE	PAYEE	CHECK	DEPOSIT	BALANCE
2					

6. Press the arrow on the border button and select the following border.



7. In cell A2 key Jan 1 and press Enter.

	A
1	DATE
2	1-Jan

Note: the format has changed to 01-Jan

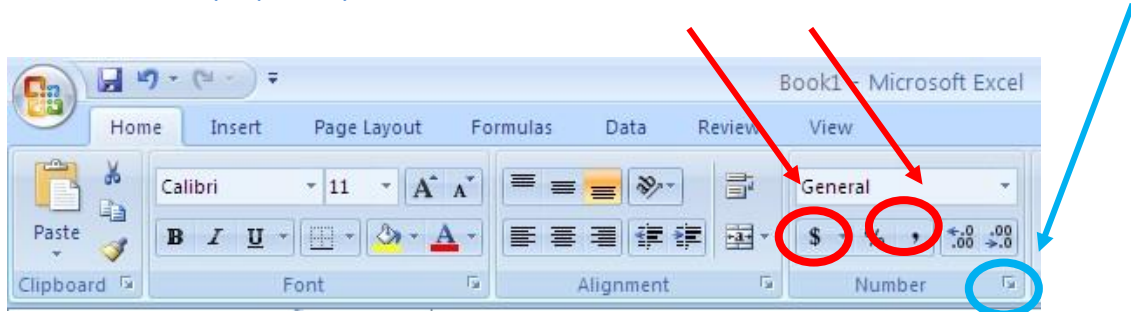
8. In cell A3 key 1/3 and press Enter. Note: This is a quick way to enter dates in Excel if you don't want to type the month.
9. Key the information as shown below.

Note: You will have to adjust the width of column B so everything fits.

	A	B	C	D
1	DATE	PAYEE	CHECK	DEPOSIT
2	1-Jan	Balance Fwd.		
3	3-Jan	paycheck		1270
4	5-Jan	comcast	80	
5	6-Jan	Illinois Water	76	
6	10-Jan	Ameren Cilco	90	
7	12-Jan	Home Mortgage	871	
8	13-Jan	Shop and Save	75	
9	15-Jan	Chase Credit	945	
10	15-Jan	paycheck		1270
11	18-Jan	Verizon	145	

Microsoft Excel 1A

10. Highlight all the amounts in the CHECK and DEPOSIT column and click on the comma button and dollar sign. *Note: If the comma and dollar sign buttons don't appear, click on the little button to the right of the word number to display all options.*



	A	B	C	D	E
1	DATE	PAYEE	CHECK	DEPOSIT	BALANCE
2	1-Jan	Balance Fwd.			
3	3-Jan	paycheck		\$ 1,270.00	
4	5-Jan	comcast	\$ 80.00		
5	6-Jan	Illinois Water	\$ 76.00		
6	10-Jan	Ameren Cilco	\$ 90.00		
7	12-Jan	Home Mortgage	\$ 871.00		
8	13-Jan	Shop and Save	\$ 75.00		
9	15-Jan	Chase Credit	\$ 945.00		
10	15-Jan	paycheck		\$ 1,270.00	
11	18-Jan	Verizon	\$ 145.00		

11. Key 2000 in cell E2 and format it with the comma button.
Note: If you had \$2000 in the account on Jan. 1st and \$1270 was deposited into the account from your paycheck, you now have \$3270 in the account.
12. Key the following formula in cell E3 and press Enter. *Note: This formula is taking the amount in cell E2 minus the amount in cell C3 plus the amount in cell D3 to get the new balance. After you enter the formula, \$3270 should appear in the cell.*

	A	B	C	D	E
1	DATE	PAYEE	CHECK	DEPOSIT	BALANCE
2	1-Jan	Balance Fwd.			\$ 2,000.00
3	3-Jan	paycheck		\$ 1,270.00	=e2-c3+d3

13. Change the balance in cell E2 to 5000. *Note: the BALANCE in cell E3 now becomes \$6270.*

Microsoft Excel 1A

14. Change the BALANCE in cell E2 back to \$2000.

15. Key the following formula in cell E4 and press Enter.

	A	B	C	D	E
1	DATE	PAYEE	CHECK	DEPOSIT	BALANCE
2	1-Jan	Balance Fwd.			\$ 2,000.00
3	3-Jan	paycheck		\$ 1,270.00	\$ 3,270.00
4	5-Jan	comcast	\$ 80.00		=e3-c4+d4
5	6-Jan	Illinois Water	\$ 76.00		

16. Key the formula for cell E5 (it is similar to the last two formulas)

Hint: it starts off =E4-

Note: if you have keyed the formula correctly the amount that should appear in cell E5 is \$3114.

17. Enter the formulas in cells E6 to E12 and compare the numbers with those below. Note: make sure that you enter the formulas, not just the numbers that appear below. Otherwise, you will be unable to answer the worksheet questions.

	A	B	C	D	E
1	DATE	PAYEE	CHECK	DEPOSIT	BALANCE
2	1-Jan	Balance Fwd.			\$ 2,000.00
3	3-Jan	paycheck		\$ 1,270.00	\$ 3,270.00
4	5-Jan	comcast	\$ 80.00		\$ 3,190.00
5	6-Jan	Illinois Water	\$ 76.00		\$ 3,114.00
6	10-Jan	Ameren Cilco	\$ 90.00		\$ 3,024.00
7	12-Jan	Home Mortgage	\$ 871.00		\$ 2,153.00
8	13-Jan	Shop and Save	\$ 75.00		\$ 2,078.00
9	15-Jan	Chase Credit	\$ 945.00		\$ 1,133.00
10	15-Jan	paycheck		\$ 1,270.00	\$ 2,403.00
11	18-Jan	Verizon	\$ 145.00		\$ 2,258.00

18. Highlight cells C11 to E11 and click on the underline border like you did in step 6 above.

19. In cell C12 key the formula =sum(C2:C11) Note: this will add up all the checks for the month.

20. Key the appropriate formula in cell D12, (it is similar to the formula from C12 except now you are using column D).

21. Double check to make sure all cells with currency are showing commas and dollar signs.

22. Format cells C12 and D12 with a Bottom Double Border.

23. Change C6 to \$150.00 and C8 to \$175.00. Look how it affects other cells.

24. Make sure to save this excel document and answer all of the questions via the link on my webpage.