

EXCEL EXERCISE #2: Sure Balance Checkbook

1. Enter the text below in the cells indicated.

A1:	Sure Balance Checkbook
A3:	Ck. #
B3:	Date
C3:	Item Description
D3:	Debit
E3:	Credit
F3:	X
G3:	Balance

2. Modify column widths for columns A through F. Instead of selecting the best fit option, indicate precisely the column width desired. Follow the steps below.

Step 1: Open the FORMAT menu.

Step 2: Select the COLUMN option.

Step 3: Select the WIDTH option.

Step 4: Type the desired number of columns in the box labeled "Column Width" (e.g., 5).

Step 5: Click on <OK>.

Use the following widths for each column.

Column A: **5**

Column B: **8**

Column C: **30**

Column D: **10**

Column E: **10**

Column F: **1**

Column G: **12**

3. Format the numbers to show dollars and cents for all entries in columns D, E, and G. Follow the steps below.

Step 1: Click on the letter at the top of the column to be formatted. (The entire column should turn dark.)

Step 2: Open the FORMAT menu.

Step 3: Select the CELLS option.

Step 4: The NUMBER option automatically should be selected (if not, click on the tab labeled NUMBER).

Step 5: Under the Category label, select the option CURRENCY.

Step 6: Under the Format Codes label, select the format -\$1,234.10 which is the third choice.

Step 7: Click on <OK>.

4. Format column B to enter the date of transactions. Follow the steps above but select the DATE as the category option and M/D/YY as the format codes option which is the first choice.

5. Enter the formulas below in the cells indicated.

G4: =-d4+e4
 G5: =g4-d5+e5

6. Enter the information below in the rows indicated.

<u>Row</u>	<u>Ck. #</u>	<u>Date</u>	<u>Item Description</u>	<u>Debit</u>	<u>Credit</u>
4		1/30/92	January Paycheck		1795.86
5	100	2/1/92	Shell Oil Co.	42.64	
6	101	2/1/92	Pink Palace Enter.	87.34	
7		2/4/92	Cash (Auto Teller)	50	
8	102	2/6/92	Dr. D. J. Houston	75	
9	103	2/7/92	Rent	800	
10		2/10/92	Drug Sales		2500
11	104	2/11/92	Bail (Drug Arrest)	500	
12	105	2/12/92	Benny the Weasel	3200	
13		2/14/92	Rainy Day Quarter Fund		500

7. Copy the formula from cell G5 to cells G6 through G13.

8. Your checkbook should look like the one below.

	A	B	C	D	E	F	G
1	Sure Balance Checkbook						
2							
3	Ck. #	Date	Item Description	Debit	Credit	X	Balance
4		1/30/92	January Paycheck		\$1,795.86		\$1,795.86
5	100	2/1/92	Shell Oil Co.	\$42.64			\$1,753.22
6	101	2/1/92	Pink Palace Entertainment	\$87.34			\$1,665.88
7		2/4/92	Cash (Auto Teller)	\$50.00			\$1,615.88
8	102	2/6/92	Dr. David J. Houston (Gift)	\$75.00			\$1,540.88
9	103	2/7/92	Rent	\$800.00			\$740.88
10		2/10/92	Drug Sales		\$2,500.00		\$3,240.88
11	104	2/11/92	Bail (Drug Arrest)	\$500.00			\$2,740.88
12	105	2/12/92	Benny the Weasel (Extermination)	\$3,200.00			(\$459.12)
13		2/14/92	Rainy Day Quarter Fund		\$500.00		\$40.88

9. To save the checkbook onto your diskette, open the FILE menu, select the SAVE AS command, and enter the following name at the blinking cursor in the shaded box:

A:CHECKBK.XLS