Make a Spreadsheet to Track Bank Account Activity

1. On the class resources page, scroll to the section on Excel 2010. Click on the link for the Practice worksheet xlsx. and save it to your Flash Drive. Close the download complete window and the class resource page.

2. Access your flash drive and open Practice Worksheet xlsx. Now follow the instructions below to modify your worksheet.

3. Select cells B1 to F1.
   (Click into cell B1; when your cursor is a fat white cross, hold down the left mouse button and drag to cell F1)

4. Merge and Center.
   (Home Tab →Alignment Group →Merge & Center Button)

5. Change font size to 16 and make text bold.
   (Home Tab →Font Group→Font Size Arrow; Bold Button)

6. Resize Column C so that the word "withdrawal" *fits*.
   (place the mouse cursor between Column C and Column D. When it changes to the double sided arrow, double click)

7. Resize column E so the words in that column fit.
   (Click on the E at top of column→Home Tab →Cells Group→Format Button→Auto Fit Column Width)

8. Apply an accounting number format to columns B and C.
   (click on the column letter to highlight→Home Tab→Number Group→ Accounting Number Format Button   Hint: Check your handout if you can't find this button)

9. In cell D4, use cell referencing to enter the initial account deposit made on 4/2.
   (Click into cell D4 →type an = sign →click into B4 →click the check mark on the formula bar.)

10. In cell D5, use cell referencing to enter a formula that will denote the Previous balance + Any Deposit made that day – Any Withdrawal made that day.
    (Click into cell D5 →type an = sign →click into D4 →type a + sign→ click into

B5→type a – sign→ click into C5→ click the check mark on the formula bar. Note: this will be your formula =D4+B5-C5)

11. Use the fill handle to copy the formula from D5 into cells D6 through D8. (Click into cell D5→move the cursor to the bottom right corner of the cell until it changes into a thin black cross→ hold down the left mouse button and drag down to D8→Release the mouse button→Click in a clear cell)

12. Note: some of your cells in column D may contain ###########. If this is the case, you will need to resize that column by placing the mouse cursor between Column D and Column E. When it changes to the double sided arrow, single click and drag the column to the right.

13. Press <Ctrl><~> to see your formulas. They should match Fig.1

14. Press <Ctrl><~> again to return to the other view.

Fig. 1

Balance
=B4
=D4+B5-C5
=D5+B6-C6
=D6+B7-C7
=D7+B8-C8

15. Rename Sheet 1. Name it CityBank. (Right click on the tab for Sheet 1→Rename→Type new name→click in a clear spot)

16. Check your worksheet with Fig. 2 and Fig. 3below.

17. Save As an excel workbook with the file name Banking.

Fig. 2

	A	B	C	D	E
1			City Bank Account:123-456-789-1		
2					
3	Date	Deposits	Withdrawal	Balance	Comment
4	4/2/2009	$ 5,000.00		$ 5,000.00	Initial Deposit
5	4/3/2009		$ 3,000.00	$ 2,000.00	Oil Bill
6	4/5/2009	$25,000.00		$ 27,000.00	Money from Commercial Account
7	4/7/2009		$ 4,000.00	$ 23,000.00	Staff Charges
8	4/9/2009		$ 7,000.00	$ 16,000.00	Telephone Bill

Fig. 3

CityBank / Sheet2 / Sheet3