

## Make a Spreadsheet to Track Bank Account Activity

1. On the class resources page, scroll to the section on Excel 2007. 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.

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. 3 below.

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

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

Fig. 1

Fig. 2

	A	B	C	D	E
1	<b>City Bank Account:123-456-789-1</b>				
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

