

## Accounting Spreadsheet 1

Using SkyDrive: Create a new Excel document using the following instructions. Once it is complete, share it with [MrAlexanderCHSS@hotmail.com](mailto:MrAlexanderCHSS@hotmail.com)

Name it 'Accounting Spreadsheet 1'

Using Font:

In cell B2, type the title 'Stuff I'd Like!'

Change the font to Bold, to size 26, and to Georgia style

Column Size:

At the top, where the lines are between letters, drag the column sizes to the necessary widths.

Make 1 skinny column, 1 wide column and 3 more skinny ones.

Numbering:

Type in numbers for the first few rows.

Highlight the numbers and drag the bottom right corner down to populate the list.

Make 10 rows.

Fill:

Fill in every other row using the paint bucket tool.

Pick a whole row by choosing its number on the left hand side.

Deleting Rows:

Pick the last 2 rows (on the left hand side) and right click to delete them.

(You should now have 8 rows in total.)

Font:

Put in the titles 'No., Item, Price, Tax, Total' in the appropriate columns.

Go ONLINE to find retail items and actual prices to fill in your eight rows.

Borders:

Pick the appropriate border to make a grid around each of your items.

Number format:

Select the price, tax, and total columns.

Select the number format 'currency.'

Auto Sum:

Click on the cell below the list of prices.

Click Auto Sum (it looks like an 'E')

Calculate Tax:

Tax is 13% or .13

In the first cell of the tax column, put:

The 'equal' sign (=), then click the cell with the price, then type in '\* .13' to multiply the price by 13%. Now hit Enter.

Drag the bottom right hand corner of this cell down and your formula will extend to the other boxes.

Calculate the Total:

In the first 'total' cell, put the equal sign.

Click on the price cell and then put the '+' sign, then click on the tax cell. Now hit Enter.

Drag the bottom right hand corner of this cell down and your formula will extend to the other boxes.

Auto Sum:

Click on the cell below the list of taxes.

Click Auto Sum (it looks like an 'E')

Do the same for the Total Column.

Double Underline:

Double underline each of the column totals.

**Share your document with Mr. Alexander**