34 Expense Report

New Skills

1. Insert a page break in a spreadsheet.

Activity Overview

Companies generate income, expense, and other financial reports periodically throughout the fiscal year, culminating in end-of-the-year financial statements that provide a snapshot of the company's financial situation at that time. It is important for companies to maintain correct financial data so that the financial reports are accurate.

The following activity illustrates how spreadsheets can be used to record the expenses of a small company, Mike's Bike Rentals, so that the owner can analyze the expenses of the last six months of 2010 compared to the same period in 2009, and perhaps devise some ways to cut operating costs.

Instructions

1. Create a NEW spreadsheet.

★ *Unless otherwise stated, the font should be 10 point Arial.*

2. Type the data as shown. To save time, copy and paste the data in cells A1 – A23 to cells A28 – A50.

3. Enter your name as the accountant in cells B7 and B34.

4. Format the width of column A to 22.0 and left align.

5. Format the width of columns B – H to 14.0 and right align.

6. Bold cells D5 and D32.

7. Bold rows 1, 5, 7, 23, 28, 32, 34, and 50.

8. Bold and underline rows 11 and 38.

9. Format cells B13 – H23 and B40 – H50 as numbers displaying 0 decimal places with a comma separator.

10. In cells H13 and H40, enter SUM formulas to compute the total for each expense item.

11. Use the AutoFill feature to copy the formulas in cells H13 and H40 down to compute the totals of the other expenses.

12. In cells H23 and H50, use the AutoSum feature to compute the total expenses for the six month period.

13. Bold column H.

NEW SKILL ▶ 14. At cell A28, insert a Page Break. This will force each expense report to print on a separate page.

15. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.

16. Carefully proofread your work for accuracy.

17. Save the spreadsheet as EXPENSE REPORT.

18. Analyze the changes made to the data in the spreadsheet.

Expense Report

34
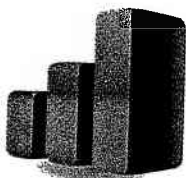
19. Set the Print Area to include all cells containing data in the spreadsheet.
20. Print Preview and adjust the Page Setup so that each six month period's expense report fits on its own page.
21. Print a copy of each spreadsheet if required by your instructor.

INPUT **DATA**

	A	B	C	D	E	F	G	H
1	MIKE'S BIKE RENTALS		Activity 34 Student Name					
2	200 Thames Street							
3	Newport, RI 02840							
4								
5	EXPENSE REPORT			2010				
6								
7	ACCOUNTANT:	Student Name						
8								
9								
10								
11	EXPENSE CATEGORY	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTALS
12								
13	Payroll	3257	3102	3109	2832	2732	3570	
14	Payroll Taxes	825	758	752	690	598	945	
15	Advertising (yellow pages)	125	125	125	125	125	125	
16	Rent	1000	1000	1000	1000	1000	1000	
17	Supplies	325	175	98	142	275	135	
18	Insurance	825	825	825	825	825	825	
19	Alarm System	150	150	150	150	150	150	
20	Electricity	77	74	66	71	79	85	
21	Telephone	61	59	45	57	63	70	
22								
23	TOTAL							
24								
25								
26								
27								
28	MIKE'S BIKE RENTALS		Activity 34 Student Name					
29	200 Thames Street							
30	Newport, RI 02840							
31								
32	EXPENSE REPORT			2009				
33								
34	ACCOUNTANT:	Student Name						
35								
36								
37								
38	EXPENSE CATEGORY	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTALS
39								
40	Payroll	3247	3230	3200	2627	2645	3024	
41	Payroll Taxes	830	802	795	645	584	750	
42	Advertising (yellow pages)	115	115	115	115	115	115	
43	Rent	900	900	900	900	900	900	
44	Supplies	210	175	432	315	207	88	
45	Insurance	760	760	760	760	760	760	
46	Alarm System	125	125	125	125	125	125	
47	Electricity	65	59	71	80	75	65	
48	Telephone	54	49	77	112	88	61	
49								
50	TOTAL							

Excel It!

35 Billboard.com®

New Skills

1. Delete Columns.
2. Use <CTRL>+D to duplicate data in cells.

Activity Overview

Billboard.com® charts the weekly popularity of songs or albums in the United States and publishes the results in *Billboard* magazine. The two primary charts are the Hot 100 (top 100 singles) and the Billboard 200 (top 200 albums). The Hot 100 is the music industry's standard singles popularity chart, and the rankings are based on both sales and radio play. The Billboard 200 ranks the 200 highest-selling music albums and the rankings are based solely on sales. The number one album on the Billboard 200 in the November 13, 2010 issue of *Billboard* magazine was "Speak Now" by Taylor Swift.

The following activity illustrates how spreadsheets can be used to make a list of the current top selling albums by genre.

Instructions

1. Create a NEW spreadsheet.
    * Unless otherwise stated, the font should be 10 point Arial.
2. Type the data as shown.

NEW SKILL ▶ 3. Delete the empty column D.

4. Format the width of column A to 15.0 and left align.
5. Format the width of columns B, C, and D to 30.0 and left align.
6. Format column B as dates showing the day and month spelled out.
    Example: "Monday, February 14, 2011."

NEW SKILL ▶ 7. Select cells A6 – B10 and duplicate the data by pressing <CTRL>+D. Repeat the same procedure for cells A15 – B19, A24 – B28, A33 – B37, and A42 – B46.

8. Bold cell A1 and change the font size to 20 point.
9. Bold rows 5, 14, 23, 32, and 41.
10. Insert a header that shows:
    a. Left Section   Activity 35-Student Name
    b. Center Section   TOP 5 ALBUMS BY GENRE
    c. Right Section   Current Date
11. Insert a footer that shows:
    a. Center Section   PAGE number
12. Carefully proofread your work for accuracy.
13. Save the spreadsheet as BILLBOARD.COM.
14. Analyze the changes made to the data in the spreadsheet.
15. Set the Print Area to include all cells containing data in the spreadsheet.
16. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
17. Print a copy of the spreadsheet if required by your instructor.
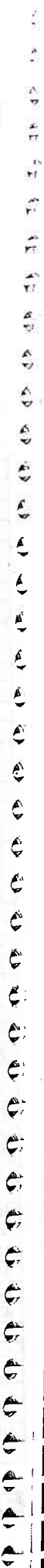
Billboard.com®

INPUT **DATA**

	A	B	C	D	E
1	BILLBOARD.COM				
2	Top 5 Albums by Genre - November 13, 2010				
3					
4					
5	GENRE	DATE	ARTIST		ALBUM
6	Alternative	11/13/2010	Kings of Leon		Come Around Sundown
7			Mumford & Sons		Sigh No More
8			Linkin Park		A Thousand Suns
9			Senses Fail		Fire
10			Florence + The Machine		Lungs
11					
12					
13					
14	GENRE		ARTIST		ALBUM
15	Country	11/13/2010	Taylor Swift		Speak Now
16			Sugarland		The Incredible Machine
17			Darius Rucker		Charleston, SC 1966
18			The Band Perry		The Band Perry
19			Kenny Chesney		Hemingway's Whiskey
20					
21					
22					
23	GENRE		ARTIST		ALBUM
24	Rap	11/13/2010	Lil Wayne		I Am Not A Human Being
25			Eminem		Recovery
26			Waka Flocka Flame		Flockaveli
27			Rick Ross		Teflon Don
28			Drake		Thank Me Later
29					
30					
31					
32	GENRE		ARTIST		ALBUM
33	R&B/Hip-Hop	11/13/2010	Lil Wayne		I Am Not A Human Being
34			Waka Flocka Flame		Flockaveli
35			Rick Ross		Teflon Don
36			Drake		Thank Me Later
37			Fantasia		Back to Me
38					
39					
40					
41	GENRE		ARTIST		ALBUM
42	Rock	11/13/2010	Kings of Leon		Come Around Sundown
43			Elton John/Leon Russell		The Union
44			Mumford & Sons		Sigh No More
45			Third Day		Move
46			Linkin Park		A Thousand Suns

Source: http://www.billboard.com/charts

36 Original 13 States 2

New Skills

1. Adjust page scaling so that multiple page data can print on one page.
2. Remove comments from cells.

Activity Overview

The following activity provides additional information about the original 13 states and illustrates how spreadsheets can be adjusted to fit on a designated number of pages. This activity expands on the ORIGINAL 13 STATES spreadsheet created in Activity 22.

Instructions

1. Open the file ORIGINAL 13 STATES previously created in Activity 22.

   ★ *Unless otherwise stated, the font should be 10 point Arial.*

2. Change the Activity # in the left section of the header to Activity 36 and the activity name in the center section of the header to ORIGINAL 13 STATES 2.

3. Type the data in columns E, F, and G as shown.

4. Use AutoFit to adjust the width of columns E and F.

5. Format the width of column G to 18.0 and center align.

6. Format cells G4 – G16 as dates showing mm/dd/yyyy. **Example: "12/25/2011."**

7. Bold and center align cells E3 – G3.

8. Insert a column between column B, ABBREVIATION, and column C, LICENSE PLATE SLOGAN. Then move the DATE OF STATEHOOD column to the newly created column. The DATE OF STATEHOOD should now be in column C.

9. Select cells A3 – G3 and format the shading color to light blue.

NEW SKILL ▶ 10. Select cells A4 – A16 and remove the Comments.

11. Carefully proofread your work for accuracy.

12. Save the spreadsheet as ORIGINAL 13 STATES 2.

13. Analyze the changes made to the data in the spreadsheet.

14. Set the Print Area to include all cells containing data in the spreadsheet.

NEW SKILL ▶ 15. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page. Adjust the scaling to 65% of normal size. Set the Page Orientation to Landscape.

16. Print a copy of the spreadsheet if required by your instructor.
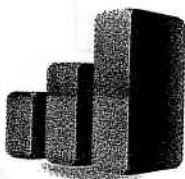
Original 13 States 2

INPUT **DATA**

	A	B	C	D
1	Original 13 States			
2				
3	State	Abbreviation	License Plate Slogan	Flower
4	Connecticut	CT	Constitution State	Mountain Laurel
5	Delaware	DE	The First State	Peach Blossom
6	Georgia	GA	Georgia.gov with county name sticker	Cherokee Rose
7	Maryland	MD	War of 1812 and WWW.STARSPANGLED200.ORG	Black-eyed Susan
8	Massachusetts	MA	The Spirit of America	Trailing Arbutus
9	New Hampshire	NH	Live Free or Die	Purple Lilac
10	New Jersey	NJ	Garden State	Violet
11	New York	NY	Empire State	Rose
12	North Carolina	NC	First in Flight	American Dogwood
13	Pennsylvania	PA	visitPA.com	Mountain Laurel
14	Rhode Island	RI	Ocean State	Violet
15	South Carolina	SC	travel2sc.com	Yellow Jessamine
16	Virginia	VA	None	American Dogwood

	E	F	G
1			
2			
3	Nickname	Motto	Date of Statehood
4	Constitution State	He who is transplanted still sustains	1/9/1788
5	The First State	Liberty and Independence	12/7/1787
6	Peach State	Wisdom, Justice, and Moderation	1/2/1788
7	Old Line State	Manly Deeds, Womanly Words	4/28/1788
8	Bay State	By the sword we seek peace, but peace only under liberty	2/6/1788
9	The Granite State	Live free or die	6/21/1788
10	Garden State	Liberty and Prosperity	12/18/1787
11	Empire State	Excelsior	7/26/1788
12	Old North State	To be, rather than to seem	11/21/1789
13	Keystone State	Virtue, Liberty, and Independence	12/12/1787
14	Ocean State	Hope	5/29/1790
15	Palmetto State	Prepared in mind and resources / While I breathe I hope	5/23/1788
16	Old Dominion State	Thus Always to Tyrants	6/25/1788

37 Stocks

1. Format cells to negative numbers.
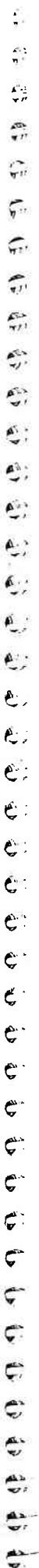2. Change a cell's fill color.

Activity Overview

Stocks are the basic units of ownership in publicly traded companies. Getting started in investing in stocks requires a lot of research and a fundamental knowledge of how the stock market works. The Internet offers a wealth of information about investing, and local community schools frequently offer inexpensive or free stock market investing courses and workshops. It's tempting to jump right into the action, but because of the risk involved, an investor really needs to do the homework. With sound decisions based on knowledge and research, an investor's chance of success in the stock market is greatly increased.

The following activity illustrates how spreadsheets can be used to determine an investor's gains or losses from the purchase and sale of stocks.

Instructions

1. Create a NEW spreadsheet.

★ Unless otherwise stated, the font should be 10 point Arial.

2. Type the data as shown.

3. Format the width of columns A and C to 26.0 and left align.

4. Format the width of column B to 8.0 and left align.

5. Format the width of columns D – J to 12.0 and right align.

6. Format cells cells D4 – D18 as numbers displaying 0 decimal places with a comma separator.

NEW SKILL ▶

7. Format cells E4 – I20 as numbers displaying 2 decimal places with a comma separator. Set the negative numbers to red and to display parentheses.

8. Format cells J4 – J18 as percentages displaying 2 decimal places.

9. Bold rows 1, 2, and 20.

10. Underline row 2.

11. Compute the formulas for the first stock as follows:

    a. PURCHASE VALUE=NUMBER OF SHARES*PURCHASE PRICE –> In cell F4, type =D4*E4

    b. SELLING VALUE=NUMBER OF SHARES*SELLING PRICE –> In cell H4, type =D4*G4

    c. $ GAIN/LOSS=SELLING VALUE-PURCHASE VALUE –> In cell I4, type =H4-F4

    d. % GAIN/LOSS=$ GAIN/LOSS / PURCHASE VALUE –> In cell J4, type I4/F4

12. Use the AutoFill feature to copy the formulas down for the remaining stocks.

Stocks

37

13. Position the cursor in cell F20 and use the AutoSum button on the standard toolbar to sum cells F4 – F18. Repeat this procedure in cell H20 to sum cells H4 – H18 and in cell I20 to sum cells I4 – I18.

NEW SKILL ▶ 14. Change the fill color for cells F1 – F20 and H1 – H20 to yellow.

15. Change the fill color for cells I1 – I20 and J1 – J20 to light green.

16. Insert a header that shows:

    a. Left Section   Activity 37-Student Name

    b. Center Section   STOCKS

    c. Right Section   Current Date

17. Insert a footer that shows:

    a. Center Section   PAGE number

18. Carefully proofread your work for accuracy.

19. Save the spreadsheet as STOCKS.

20. Analyze the changes made to the data in the spreadsheet.

21. Set the Print Area to include all cells containing data in the spreadsheet.

22. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page. Set the page orientation to Landscape.

23. Print a copy of the spreadsheet if required by your instructor.

37 Stocks

INPUT **DATA**

	A	B	C	D	E	F	G	H	I	J
1		TICKER		NUMBER OF	PURCHASE	PURCHASE	SELLING	SELLING	$	%
2	COMPANY	SYMBOL	INDUSTRY	SHARES	PRICE	VALUE	PRICE	VALUE	GAIN/LOSS	GAIN/LOSS
3										
4	3M Company	MMM	Diversified Company	1750	61.50		88.15			
5	American Express	AXP	Financial Services	1200	52.60		44.09			
6	AT&T, Inc.	T	Telecommunications Services	1600	44.11		27.93			
7	Boeing	BA	Aerospace/Defense	3200	38.27		63.42			
8	Caterpillar, Inc.	CAT	Machinery	1500	21.52		79.34			
9	Coca-Cola	KO	Beverage	1425	57.96		60.34			
10	Disney (Walt)	DIS	Entertainment	1550	13.54		36.11			
11	General Electric	GE	Diversified Company	1675	21.42		17.19			
12	Hewlett-Packard	HPQ	Computers/Peripherals	4000	16.17		41.62			
13	Home Depot	HD	Retail Building Supply	1750	69.85		30.91			
14	International Business Machines	IBM	Computers/Peripherals	800	54.13		134.89			
15	Kraft Foods	KFT	Food Processing	1820	26.38		31.45			
16	McDonald's Corp.	MCD	Restaurant	3005	15.22		72.72			
17	Microsoft Corp.	MSFT	Computer Software/Services	1025	60.18		25.07			
18	Wal-Mart Stores	WMT	Retail Store	1800	43.79		54.56			
19										
20	TOTALS									

Excel It!