

Excel Project 1, Part 3

Heading & Accounting Formats

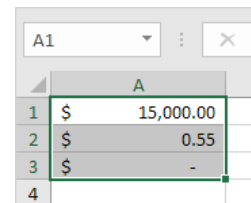
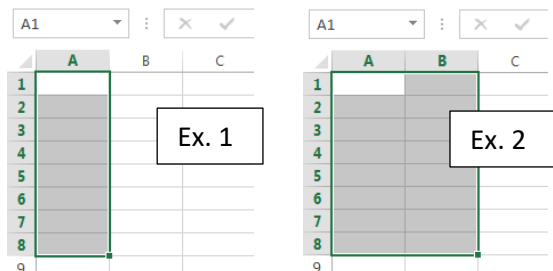
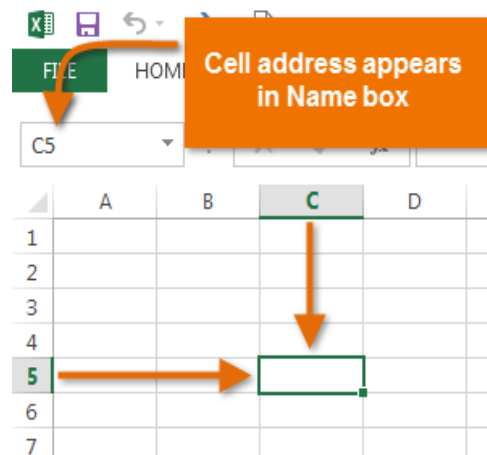
Definitions

Cell: One rectangle in a worksheet, the intersection of a row and a column. Columns are identified by letters (A, B, C), while rows are identified by numbers (1, 2, 3).

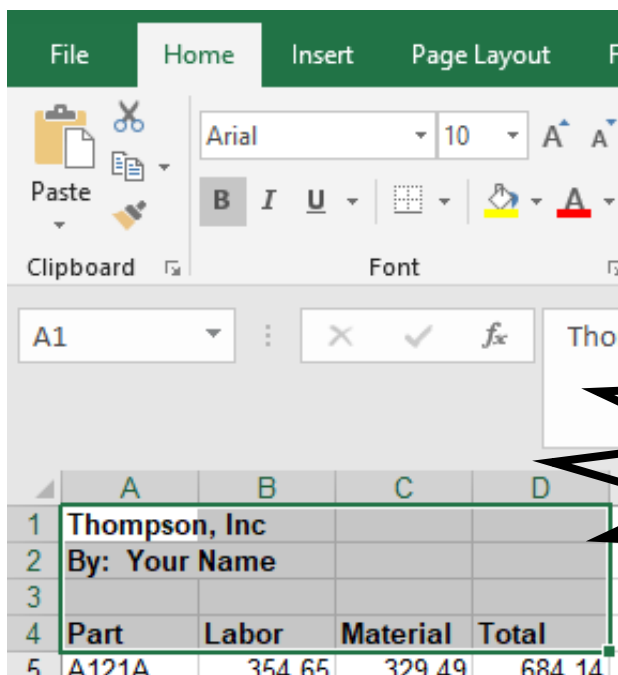
Cell Address: Also called a cell reference. Each cell can be named by its column letter(s) and number. The cell address appears in the NAME BOX. Note that a cell's column and row headings are highlighted when the cell is selected.

Cell Range: A group of selected cells. A group of cells is known as a cell range. We can identify cell ranges with the first cell and last cell, separated by a colon. Ex. 1 on the right is **A1:A8**. EX. 2 is **A1:B8**

Accounting Format: Aligns the dollar signs at the left edge of the cell (see right), displays a dash for zero values, and puts negative numbers in red with parenthesis. This makes it easier to read large ranges of money. It also helps anyone quickly spot when losing money.

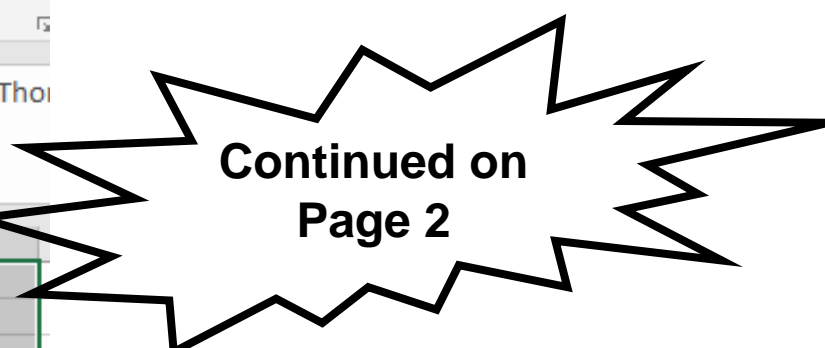


Currency Heading and Accounting Formats for Project 1

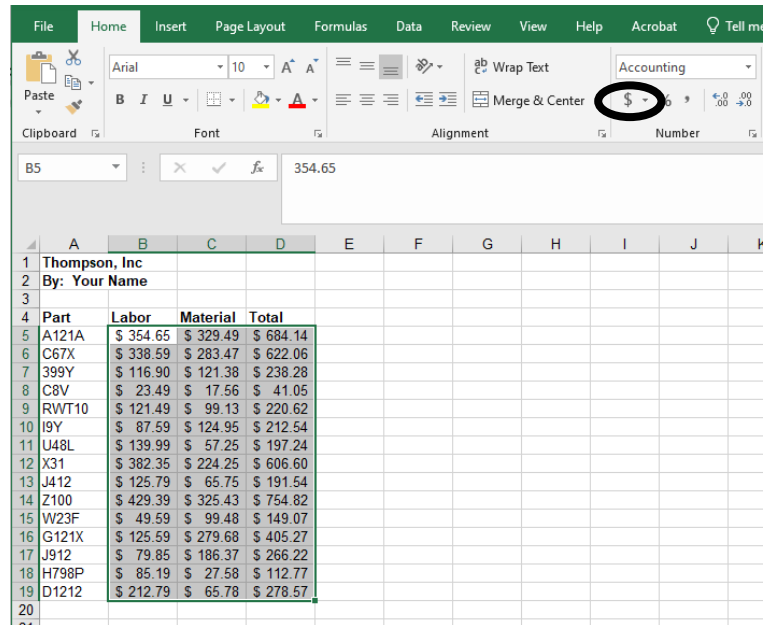


Thompson Worksheet

1. Highlight the RANGE A1:D4.
2. Then CLICK THE BOLD BUTTON on HOME RIBBON as shown on the LEFT.



- Highlight the RANGE B5:B19
- Click on ACCOUNTING FORMAT AS SHOWN ON RIGHT (*Be sure it's ENGLISH United States*)



National Worksheet

- Highlight the RANGE A1:D5 (below).

	A	B	C	D
1	National Grocery			
2	By: Your Name			
3				
4	Customer	Amount	Amount	Amount
5	Name	Owed	Paid	Owed
6	Bouie, L.	40.46	30	10.46

- Then **CLICK THE BOLD BUTTON** on the HOME RIBBON like you did for THOMPSON (*screen grab at LOWER RIGHT, PAGE 1*).

- Highlight the range B6:D19.

- Click on ACCOUNTING FORMAT like we did for THOMPSON Worksheet (ENGLISH United States)

	A	B	C	D
1	National Grocery			
2	By: Your Name			
3				
4	Customer	Amount	Amount	Amount
5	Name	Owed	Paid	Owed
6	Bouie, L.	40.46	30	10.46
7	Ohms, D.	13.49	13.49	0
8	Prone, A.	98.29	50	48.29
9	Witt, J.	83.49	50	33.49
10	Priest, B.	70.67	50	20.67
11	Oatly, N.	32.38	20	12.38
12	Shurr, P.	14.36	10	4.36
13	Tracz, M.	57.67	57.67	0
14	Jones, R.	35.85	35.85	0
15	Hahn, B.	85.45	50	35.45
16	Rick, J.	125.39	100	25.39
17	Swan, W.	78.45	50	28.45
18	Berg, L.	25.12	25.12	0
19	Hock, C.	15.25	15.25	0

Clark's Worksheet

- Highlight the RANGE A1:D4.

	A	B	C	D
1	Clark's Toys			
2	By: Your Name			
3				
4	Item	Cost	Retail	Profit
5	Stickers	4.99	6.25	1.26
6	Puzzles	5.59	7.69	2.1

- Then **CLICK THE BOLD BUTTON** on the HOME RIBBON like you did for THOMPSON and NATIONAL worksheets (*screen grab at LOWER LEFT, PAGE 1*)

- Highlight the RANGE B5:D19

- Click on ACCOUNTING FORMAT (Be sure it's ENGLISH United States)

	A	B	C	D
1	Clark's Toys			
2	By: Your Name			
3				
4	Item	Cost	Retail	Profit
5	Stickers	\$ 4.99	\$ 6.25	\$ 1.26
6	Puzzles	\$ 5.59	\$ 7.69	\$ 2.10
7	Dolls	\$ 6.00	\$ 8.99	\$ 2.99
8	Footballs	\$ 8.29	\$ 9.49	\$ 1.20
9	Horses	\$ 4.00	\$ 6.50	\$ 2.50
10	Bears	\$ 5.29	\$ 7.59	\$ 2.30
11	Balls	\$ 3.99	\$ 5.79	\$ 1.80
12	Chalk	\$ 1.99	\$ 4.25	\$ 2.26
13	Models	\$ 4.99	\$ 8.99	\$ 4.00
14	Animals	\$ 3.99	\$ 6.25	\$ 2.26
15	Heroes	\$ 2.99	\$ 5.99	\$ 3.00
16	Baseballs	\$ 2.59	\$ 4.99	\$ 2.40
17	Bats	\$ 3.99	\$ 5.49	\$ 1.50
18	Gloves	\$ 4.79	\$ 6.39	\$ 1.60
19	Caps	\$ 1.99	\$ 3.79	\$ 1.80