

MUSIC STORE CHECKBOOK

Activity Overviews

Virgin Records™ began in the early 1970s as a small, independent label based in London. Today, Virgin Records™ is part of EMI, the third largest music company in the world. A wide array of artists call Virgin their recording home.

Every successful business must have an accurate accounting system. Businesses must also safeguard cash and cash activities. Businesses usually make daily deposits and pay all their bills by check. These methods help maintain internal control and are an excellent system for protecting their assets.

The following activity illustrates how spreadsheets can be used to update a checkbook register by listing dates with their respective deposits and checks.

In this activity, you will practice how to:

1. Use the AutoSum button on the standard toolbar.

Instructions

1. Create a NEW spreadsheet.

Note: Unless otherwise stated, the font should be set to Arial, the font size to 10 point.

2. Type the data as shown.
3. Format the width of column A to 12.0 and left align
4. Format cells A10 - A40 as dates showing m/dd/yyyy.
5. Format the width of column B to 12.0 and center align.
6. Format the width of column G to 12.0 and right align.
7. Format cells C10 - C43 as numbers displaying 2 decimal places.
8. Format the width of column D to 20.0.
9. Format the width of column E to 12.0 and center align.
10. Format the width of columns F and G to 14.0 and right align.
11. Format cells F10 - G43 as numbers displaying 2 decimal places.
12. Bold cell A2 and change the font size to 16 point.
13. Bold rows 3-9 and row 43.
14. Underline row 9.

15. In cell G10, type 35431 for the "Balance brought forward."
16. Enter a formula to calculate the BALANCE for the first transaction in the check register as follows:

BALANCE=BALANCE+DEPOSITS-WITHDRAWALS -> In cell G11,type =G10+C11-F11
17. Use the AutoFill feature to copy the BALANCE formula down for the remaining transactions shown in column G.
18. Position the cursor in cell C43 and click on the "AutoSum" button on the standard toolbar to sum cells C11 - C40. Repeat this procedure in cell F43 to sum cells F11 - F41.
19. Display formulas in your spreadsheet by using <CTRL> +" to check for accuracy.
20. Carefully proofread your work for accuracy.
21. Save the spreadsheet as MUSIC STORE CHECKBOOK.
22. Analyze the changes made to the data in the spreadsheet.
23. Set the Print Area to include all cells containing data in the spreadsheet.
24. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
25. Print a copy of the spreadsheet if required by your instructor.

ACTIVITY 24: MUSIC STORE CHECKBOOK DATA

| | A | B | C | D | E | F | G |
|----|--------------------------|----------|----------|-------------------------|--------|-------------|---------|
| 1 | Activity 24 Student Name | | | | | | |
| 2 | VIRGIN RECORDS | | | | | | |
| 3 | 150 Fifth Avenue | | | | | | |
| 4 | New York, NY 10011 | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | CHECKBOOK REGISTER | | | | | | |
| 8 | | | | | | | |
| 9 | DATE | DEPOSIT# | DEPOSITS | | CHECK# | WITHDRAWALS | BALANCE |
| 10 | 1/7/2006 | | | Balance brought forward | | | |
| 11 | 1/8/2006 | 543 | 785.23 | | | | |
| 12 | | | | | 932 | 123.65 | |
| 13 | 1/9/2006 | 544 | 1,245.32 | | | | |
| 14 | | | | | 933 | 354.23 | |
| 15 | | | | | 934 | 789.23 | |
| 16 | | | | | 935 | 1456.87 | |
| 17 | | | | | 936 | 3156.32 | |
| 18 | | | | | 937 | 547.36 | |
| 19 | 1/10/2006 | 545 | 4,587.00 | | | | |
| 20 | | | | | 938 | 654.32 | |
| 21 | | | | | 939 | 698.34 | |
| 22 | 1/11/2006 | 546 | 2,354.87 | | | | |
| 23 | | | | | 940 | 789.32 | |
| 24 | | | | | 941 | 654.78 | |
| 25 | | | | | 942 | 3691.54 | |
| 26 | | | | | 943 | 547.32 | |
| 27 | 1/12/2006 | 547 | 3,654.45 | | | | |
| 28 | | | | | 944 | 789.23 | |
| 29 | | | | | 945 | 785.23 | |
| 30 | 1/13/2006 | 548 | 3,254.56 | | | | |
| 31 | | | | | 946 | 741.32 | |
| 32 | | | | | | | |
| 33 | 1/14/2006 | 549 | 2,365.87 | | | | |
| 34 | | | | | 947 | 783.21 | |
| 35 | | | | | 948 | 782.32 | |
| 36 | 1/15/2006 | 550 | 6,874.56 | | | | |
| 37 | | | | | 949 | 5472.78 | |
| 38 | | | | | 950 | 785.64 | |
| 39 | | | | | 951 | 478.32 | |
| 40 | 1/16/2006 | 551 | 3,291.65 | | | | |
| 41 | | | | | 952 | 789.38 | |
| 42 | | | | | | | |
| 43 | TOTALS | | | | | | |