EXCEL BASICS 3

Creating a Check Register



Level:	High Beginning ESL and higher
Media Needed:	Computer / Printer



Directions: Write the words.

	Check #	Date	Description of Transaction
--	---------	------	----------------------------

column headers

column headers

type information

input data

add color

 $\mathbf{3} + 7 = 10$

10 - 7 = 3

a d d

subtract



tabs _____



Directions: Match the words and the pictures.



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Reading a Check Register



Directions: Read Houng Tran's check register and answer the questions.

Check #	Date	Description of Transaction	Payment	Deposit	Balance
	10/10/02	Forwarding Balance			\$ 1,050.00
221	10/11/02	Sam's Supermarket	\$ 125.78		\$ 924.22
222	10/11/02	Southern California Utility	\$ 62.19		\$ 862.03
223	10/13/02	Needle Florist	\$ 28.50		\$ 833.53
	10/15/02	Pay Check		\$ 1,100.00	\$ 1,933.53
224	10/22/02	Sam's Supermarket	\$ 189.12		\$ 1,744.41
225	10/24/02	Scale Gasoline	\$ 10.19		\$ 1,734.22
226	10/28/02	Save With Us Pharmacy	\$ 19.19		\$ 1,715.03
	11/01/02	Pay Check		\$ 1,100.00	\$ 2,815.03
227	11/03/02	Rent	\$ 1,250.00		\$ 1,565.03
228	11/06/02	Car Payment	\$ 330.00		\$ 1,235.03
229	11/08/02	Sam's Supermarket	\$ 144.50		\$ 1,090.53
230	11/08/02	Master Plan Charge Card	\$ 600.00		\$ 490.53

1. What was Houng's balance on October 10, 2002?



- 2. What was Houng's balance on October 22, 2002?
- 3. Does Houng add or subtract on November 1, 2002?
- 4. What is Houng's balance after writing check #230?
- 5. Where did Houng shop on October 13?

Completing a Check Register



Directions: Complete the check register with the following information.

Houng Tran 2233 Hazleton St. Buena Park, CA 90621	#221 <u>01-03-2002</u>	Houng Tran 2233 Hazleton St. Buena Park, CA 90621	#222 <u>01-04-2002</u>
Pay to the order of <u>Sam's Superman</u>	ket \$94.33	Pay to the order of Karen's Clothing	\$125.62
ninety four and 33/100	DOLLARS	one hundred twenty-five and 62/100	DOLLARS
Но	ung Tran	Houng Tr	an
Houng Tran	#223	Houng Tran	#224
2233 Hazleton St.	<u>01-05-2002</u>	2233 Hazleton St.	<u>01-06-2002</u>
Buena Park, CA 90621		Buena Park, CA 90621	
Pay to the order of Scale Gasoline	\$22.50	Pay to the order of Needle Florist	\$18.29
1 - 0/100			
twenty-two and 50/100	DOLLARS	eighteen and 29/100	DOLLARS
_ <u></u> Ho	ung Tran	Houng Tr	an



Check #	Date	Description of Transaction	Payment	Deposit	Balance
	1-02-03	Forwarding Balance			\$800.00
221	1-03-03	Sam's Supermarket	\$94.33		
222	1-04-03				
223	1-05-03				
	1-06-03	Paycheck		\$900.00	
224	1-06-03				



NOW GO TO A COMPUTER

Ask a student with experience or your teacher to help you with the next pages.

Note to teacher or tutor:

Please place MSExcel as a shortcut on the desktop or lead the students to choose Start/Programs/MS Office/Excel/New workbook.

The difference between workbook and worksheet is not explained in this lesson, but both words are used. The workbook is the entire file that could include different worksheets while the worksheet is where the students will work in the lesson, so they are asked to open and close workbooks but type in a worksheet.

Additional Note: Students are asked in these lessons to double click on the menu bar items such as \underline{F} ile when a single click would ordinarily be sufficient. This is to ensure that they see the entire menu and not an abbreviated one.

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Directions: Follow the instructions.

1. Open Excel by double clicking \mathbf{X} on the desktop.



3. Ask a friend or the teacher to show you how to find <u>your folder</u> or how to save to a floppy disk.



- 4. Give your workbook a file name (My Check Register).
- 5. Click Save.

Making Column Headers

Directions: Open your worksheet, and make the headers for your check register by following the instructions.

1. Type in the header row. Move the columns when you need to (Excel Basics 2).

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	A	B		С				D	E	F
1	Check #	Date	Description	of Transa	ction		Payr	nent	Deposit	Balance
2										
3										

Center and darken (make black) the column headers by clicking on the row marker 1 and select bold **B** and center so on the toolbar.

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	A1	~	= Check #				
	Δ	B	C	D	E	F	
	1 Check #	Date	Description of Transaction	Payment	Deposit	Bałance	
	2						
	3						
	4						
	5						

- 3. Highlight the columns with the headers and add borders (Excel Basics 2).
- 4. Add color by highlighting the column again and click on the arrow next to the paint can . Now click on a color that you want.





5. Save your worksheet.

Format Columns

Directions: Follow the instructions to format column B for the date.



Format Columns (Continued)

Directions: Follow the directions to prepare columns D, E and F for money.

1. Highlight columns D, E, and F by clicking on D and holding the button down until you get to F. Ask the teacher or a friend for help.

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2. Click on the dollar sign (\$) to format columns for money values.



3. Save and Exit your workbook.

Input Data

Directions: Open your workbook and follow the Instructions.

1. Look at the spreadsheet below. Input the data in the correct cells. After you type information in a cell, click on another cell or press **Enter** on the keyboard to continue.

	A	В	C		D	Е		F
1	Check #	Date	Description of Transaction	P	ayment	Deposit	E	alance
2		10/10/02	Forwarding Balance				\$	1,050.00
3	221	10/11/02	Sam's Supermarket	\$	125.78			
4	222	10/11/02	Southern California Utility	\$	62.19			
5	223	10/13/02	Needle Florist	\$	28.50			
6		10/15/02	Pay Check			\$ 1,100.00		
7	224	10/22/02	Sam's Supermarket	\$	189.12			
8	225	10/24/02	Scale Gasoline	\$	10.19			
9	226	10/28/02	Save With Us Pharmady	\$	19.19			
10		11/01/02	Pay Check			\$ 1,100.00		
11	227	11/03/02	Rent	\$	1,250.00			
12	228	11/06/02	Car Payment	\$	330.00			
13	229	11/08/02	Sam's Supermarket	\$	144.50			
14	230	11/08/02	Master Plan Charge Card	\$	600.00			
15								

2. Highlight the check register and add borders (Excel Basics 2).

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Check#	Date	Description of Transaction	Payment	Deposit	Balance	
	10/10/02	Forwarding Balance			\$ 1,050.00	
221	10/11/02	Sam's Supermarket	\$ 125.78			
222	1 0/11/02	Southern California Utility	\$ 62.19			
223	10/13/02	Needle Florist	\$ 28.50			
	10/15/02	Pay Check		\$ 1,100.00		
224	10/22/02	Sam's Supermarket	\$ 189.12			
225	10/24/02	Scale Gasoline	\$ 10.19			
226	10/28/02	Save With Us Pharmacy	\$ 19.19			
	11/01/02	Pay Check		\$ 1,100.00		
227	11/03/02	Rent	\$ 1,250.00			
228	11/06/02	Car Payment	\$ 330.00			
229	11/08/02	Sam's Supermarket	\$ 144.50			
230	11/08/02	Master Plan Charge Card	\$ 600.00			
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3. Save and Exit Excel.

Copying Formulas

Directions: Open your worksheet and follow the instructions to add a formula.

1. Click on cell F3. You will right a formula here to subtract D3 and to add E3.

			Subtract payments from	ı ba	lance.		Ad	d <u>de</u>	<u>posits</u>	to balance.
	A	В	C 7		D		Е		F	[
1	Check #	Date	Description of Transaction	Pa	iyment		Deposit	8a	lance	Input formula here.
2		10/10/02	Forwarding Balance					\$	1,050.00	=F2-D3+E3
3	221	10/11/02	Sam's Supermarket	\$	125.78			=F2-D	3+E3	
4	222	10/11/02	Southern California Utility	\$	62.19					ſ
5	223	10/13/02	Needle Florist	\$	28.50					
6		10/15/02	Pay Check			\$	1,100.00			
7	224	10/22/02	Sam's Supermarket	\$	189.12					
8	225	10/24/02	Scale Gasoline	\$	10.19					
9	226	10/28/02	Save With Us Pharmacy	\$	19,19					
10		11/01/02	Pay Check			\$	1,100.00			
11	227	11/03/02	Rent	\$	1,250.00					
12	228	11/06/02	Car Payment	\$	330.00					
13	229	11/08/02	Sam's Supermarket	\$	144.50					
14	230	11/08/02	Master Plan Charge Card	\$	600.00					

2. Study the math.

Old Balance (F2) – Payments (D3) + Deposit (E3) = New Balance (F3)

3. Input the formula in cell F3. Always start with an = sign when you write formulas. Input this formula: =F2-D3+E3. Then click **Enter**.

Directions: Follow the instructions to copy the formula to all of column F. Ask the teacher or a friend to help you.

- 1. Click on F3.
- 2. Click on the copy symbol on the toolbar.

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. Inginght 14 to 114.		A Check#	B Date	C Description of Transaction	0 Payment	E Deposit	Balance
. Ingingin 14 to 1 14.	1 2	A Check#	Bi Date 10/10/02	C Description of Transaction Forwarding Balance	D Payment	E Deposit	Belence
5. Illgillight 1 4 to 1 14.	1 2 3	A Check# 221	B Date 10/10/02 10/11/05	C Description of Tramaction Forwarding Balance Sam's Supermarket	Payment	Deposit	Balance 1 1,050,00
. Ingingin 1 4 to 1 14.	1 2 3	* Check # 221 222	Bi 10/10/00 10/11/00 10/11/00	C Description of Transaction Forwarding Balance Sam's Supermarket Southern California Unity	0 Payment 1 12578 1 6219	E Deposit	F Balance 1 1,050 00
. Ingingin 1 4 to 1 14.	1 2 3 4 5	A Cheik / 221 222 223	B Date 10/10/00 10/11/00 10/11/00 10/11/00	C Description of Transaction Forwarding Balance Samis Supermarket Souther Calobras Unity Decide Floors Description	0 Payment 1 125 76 1 62 19 3 20 50	E Deposit	Belence 1 1,050,00
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9. Ingingin 1 4 to 1 14.	1 2 3 4 5 6 7 8	* Check # 221 222 223 224 224	B 10/10/02 10/11/02 10/11/02 10/11/02 10/11/02 10/15/02 10/22/02 10/22/02	C Description of Francettion Forwarding Dalance Sam's Supermaket Southern Californa Unity Needla France Pay Check Sam's Supermaket Sam's Supermaket	0 Payment 4 125 78 5 62 19 5 28 50 5 105 12 5 10 19	E Depusit \$ 1,100.00	Belence 1 1,050.00
. Ingingin 1 4 to 1 14.	1 2 3 4 5 6 7 8 9	* Check # 221 222 223 224 226 226	B 10/10/00 10/11/00 10/11/00 10/11/00 10/11/00 10/12/00 10/22/00 10/22/00 10/22/00	C Description of Fismaction Forwarding Balance Southern California Unity Woodle Fiscari Pay Check Sam's Supermark et Bode Gaudien Bode Gaudien Bode Gaudien Bode U. Pharmacy	0 Payment 5 125 78 5 02 19 5 28 50 5 189 12 5 189 12 5 19 19 5 19 19	E Degesit 5 1,100.00	Eslence 1 1,050.00
Dress Friter	1 2 3 4 5 6 7 8 9 10	* Check / 221 222 223 224 226	B Date 10/10/02 10/11/02 10/11/02 10/11/02 10/12/02 10/22/02 10/22/02 11/01/02	C Beschyldien of Transaction Fonaching Balance Startis Supermarket Storthern Christma Unity Beadle Finnen Pay Check Samit Supermarket Samit Supermarket Samit Will Ur Pharmacy Pay Check	0 Playment 3 126 761 3 62 19 3 26 50 3 189 12 3 10 19 4 15 19	E Deposit \$ 1,100.00 \$ 1,000.00	Balance 1 1,050,00
Press Enter	1 2 3 4 5 6 7 8 9 10 11	* Check / 221 223 224 224 224 225 226 226	B 10/10/00 10/11/00 10/11/00 10/11/00 10/11/00 10/12/00 10/22/00 10/22/00 11/01/00 11/01/00	C Description of II searches Search Sector 2014 Sector 1 calculates Pay Check Search Sequences Search Sequences Search Sector 2014 Search Search Sector 2014 Search Search	0 Payment 4 128 78 3 52 19 3 28 50 5 189 12 5 189 12 5 189 12 5 12 19 5 12 19 5 12 00 5 10 5	E Depash 5 1,100.00 5 1,100.00	Balansa 1 1,050,00
 Press Enter. 	1 2 2 4 5 6 7 8 9 16 11 11 12	* Check / 221 223 225 225 225 225 225 225 225 225 225	B 10/10/02 10/10/02 10/11/02 10/11/02 10/11/02 10/12/02 10/22/02 10/22/02 10/22/02 11/02/02 11/02/02 11/02/02 11/02/02 11/02/02 11/02/02 11/02/02 11/02/02 11/02/02 11/02/02 11/02/02 11/02/02 11/02/02 11/02/02 10/11/02 10/12/02 10/	C Description of Lamacetion Forwarding Descriptions Forwarding Description Startin Colleges Starts Reset Pay Check Same Web Ver Marmaty Pay Check Same Web Ver Marmaty Pay Check Same Managet Same Manag	0 Payment 5 125/78 5 82/19 5 38/50 5 189/12 5 10/19 5 12000 5 12000 5 12000 5 12000	E Deposit 5 1,100.00 5 1,100.00	Balance 1 1,050.00

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Check Your Work

Directions: Click on the cells in your workshop and write the formulas that you see.

1. What is the formula in F6? =F5-D6+E6

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	A	8	C		D		E		F	
1	Check #	Date	Description of Transaction	Pa	yment) e posit	Balance		
2		10/10/02	Forwarding Balance					\$	1,050.00	
3	221	10/11/02	Sam's Supermarket	5	125.78			\$	924.22	
4	222	10/11/02	Southern California Utility	\$	62.19			\$	862.03	F 6
5	223	10/13/02	Needle Florist	\$	28.50			\$	833.63	
6		10/15/02	Pay Check			\$	1,100.00	\$	1,933.63	

- 2. What is the formula in F8? _____
- 3. What is the formula in F10?
- 4. What is the formula in F14?

Directions: Complete the check register below with the information in your worksheet. Then Save and Exit Excel.

	A	В	C	D		E		F	
1	Check #	Date	Description of Transaction	F	ayment	Deposit		Balance	
2		10/10/02	Forwarding Balance				\$	1,050.00	
3	221	10/11/02	Sam's Supermarket	\$	125.78				
4	222	10/11/02	Southern California Utility	\$	62.19				
5	223	10/13/02	Needle Florist	\$	28.50				
6		10/15/02	Pay Check			\$ 1,100.00			
7	224	10/22/02	Sam's Supermarket	\$	189.12				
8	225	10/24/02	Scale Gasoline	\$	10.19				
9	226	10/28/02	Save With Us Pharmacy	\$	19,19				
10		11/01/02	Pay Check			\$ 1,100.00			
11	227	11/03/02	Rent	\$	1,250.00				
12	228	11/06/02	Car Payment	\$	330.00				
13	229	11/08/02	Sam's Supermarket	\$	144.50				
14	230	11/08/02	Master Plan Charge Card	\$	600.00				

Teaching Others

Teach one other student what you learned in this lesson.

Partner's Signature

date



EXCEL BASICS 3 Creating a Check Register



CHECKLIST: Check ✓ each worksheet when you finish.

____ Learn New Words (page 2)

_____ Practice New Words (page 3)

_____ Reading a Check Register (page 4)

____ Completing a Check Register (page 5)

_____ Creating a New Workbook (page 7)

_____ Making Column Headers (page 8)

____ Format Columns (page 9,10)

____ Input Data (page 11)

____ Copying Formulas (page 12)

____ Check Your Work (page 13)

_____ Teaching Others (page 14)

I finished all the worksheets and activities.

Student's Signature

Instructor's Signature

ANSWER KEY Creating A Check Register

Practice New Words (page 3)



Reading a Check Register (page 4)

- 1. \$1,050.00
- 2. \$1,744.41
- 3. \$2,815.03
- 4. \$490.53
- 5. Needle Florist

Completing a Check Register (page 5)

Check #	Date	Description of Transaction	Payment	Deposit	Balance
	1-02-02	Forwarding Balance			\$800.00
221	1-03-02	Sam's Supermarket	\$94.33		\$705.67
222	1-04-02	Karen's Clothing	\$125.62		\$580.05
223	1-05-02	Scale Gasoline	\$22.50		\$557.55
	1-06-02	Paycheck		\$900.00	\$1457.55
224	1-06-02	Needle Florist	\$18.29		\$1439.26

Check Your Work (page 13)

- 1. =F5-D6+E6 2. =F7-D8+E8 3. =F9-D10+E10 4. =F13-D14+E14

А	В	C	D		Е	F
Check#	Date	Description of Transaction	F	Payment	Deposit	Balance
	10/10/2002	Forwarding Balance				\$1,050.00
221	10/11/2002	Sam's Supermarket	\$	125.78		\$ 924.22
222	10/11/2002	Southern California Utility	\$	62,19		\$ 862.03
223	10/13/2002	Needle Florist	\$	28.50		\$ 833.53
	10/15/2002	Pay Check			\$ 1,100.00	\$1,933.53
224	10/22/2002	Sam's Supermarket	\$	189.12		\$1,744.41
225	10/24/2002	Scale Gasoline	\$	10.19		\$ 1,734.22
226	10/28/2002	Save With Us Pharmacy	\$	19.19		\$1,715.03
	11/1/2002	Pay Check			\$ 1,100.00	\$2,815.03
227	11/3/2002	Rent	\$	1,250.00		\$1,565.03
228	11/6/2002	Car Payment	\$	330.00		\$1,235.03
229	11/8/2002	Sam's Supermarket	\$	144.50		\$1,090.53
230	11/8/2002	Charge Card	\$	600.00		\$ 490.53