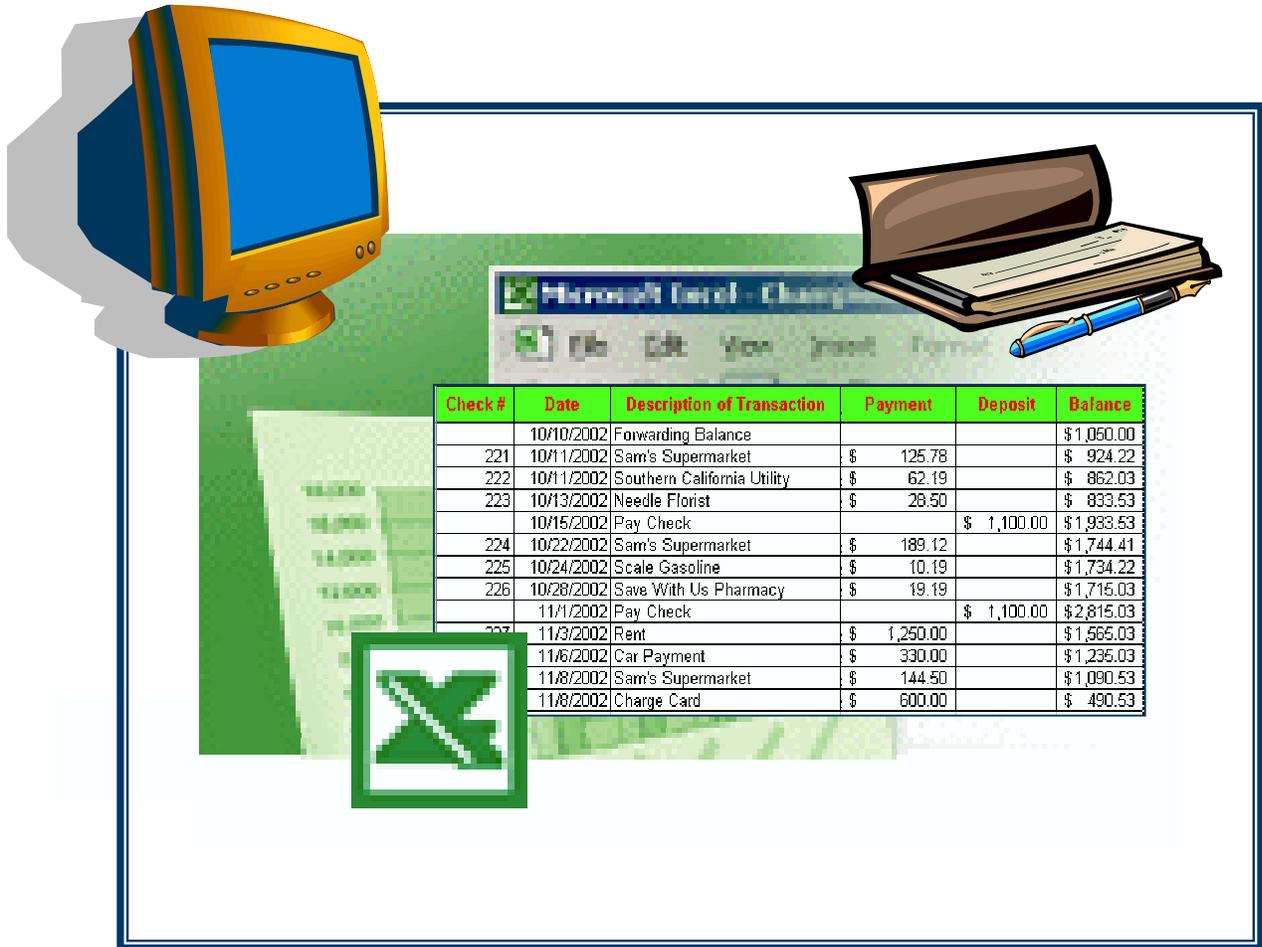


EXCEL BASICS 3

Creating a Check Register



The illustration shows a computer monitor on the left, a checkbook and pen on the right, and a Microsoft Excel spreadsheet window in the center. The spreadsheet window displays a check register table with the following data:

Check #	Date	Description of Transaction	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
	11/6/2002	Car Payment	\$ 330.00		\$1,235.03
	11/8/2002	Sam's Supermarket	\$ 144.50		\$1,090.53
	11/8/2002	Charge Card	\$ 600.00		\$ 490.53

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

Learn New Words



Do this page at your desk.



Directions: Write the words.

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

column headers

column headers

type information

input data



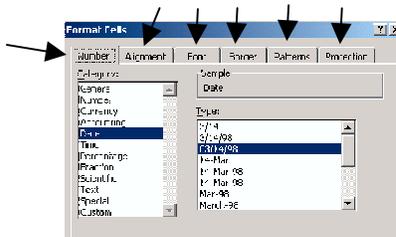
add color

↓
 $3 + 7 = 10$

add

↓
 $10 - 7 = 3$

subtract



tabs

Practice New Words



Do this page at your desk.



Directions: Match the words and the pictures.

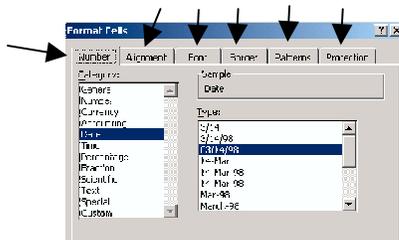
Check #	Date	Description of Transaction
---------	------	----------------------------

type information



↓
 $3 + 7 = 10$

↓
 $10 - 7 = 3$



add color

subtract

column headers

tabs

add

input data

Reading a Check Register



Do this page at your desk.



Directions: Read Houg 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 Houg’s balance on October 10, 2002?

2. What was Houg’s balance on October 22, 2002?

3. Does Houg add or subtract on November 1, 2002?

4. What is Houg’s balance after writing check #230?

5. Where did Houg shop on October 13?

Completing a Check Register



Do this page at your desk.



Directions: Complete the check register with the following information.

Houng Tran 2233 Hazleton St. Buena Park, CA 90621	#221 <u>01-03-2002</u>
Pay to the order of <u>Sam's Supermarket</u>	\$94.33
<i>ninety four and 33/100 ----- DOLLARS</i>	
<u>Houng Tran</u>	

Houng Tran 2233 Hazleton St. Buena Park, CA 90621	#222 <u>01-04-2002</u>
Pay to the order of <u>Karen's Clothing</u>	\$125.62
<i>one hundred twenty-five and 62/100 -- DOLLARS</i>	
<u>Houng Tran</u>	

Houng Tran 2233 Hazleton St. Buena Park, CA 90621	#223 <u>01-05-2002</u>
Pay to the order of <u>Scale Gasoline</u>	\$22.50
<i>twenty-two and 50/100 ----- DOLLARS</i>	
<u>Houng Tran</u>	

Houng Tran 2233 Hazleton St. Buena Park, CA 90621	#224 <u>01-06-2002</u>
Pay to the order of <u>Needle Florist</u>	\$18.29
<i>eighteen and 29/100 ----- DOLLARS</i>	
<u>Houng Tran</u>	



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 MSExcels 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 File when a single click would ordinarily be sufficient. This is to ensure that they see the entire menu and not an abbreviated one.

Creating a New Workbook



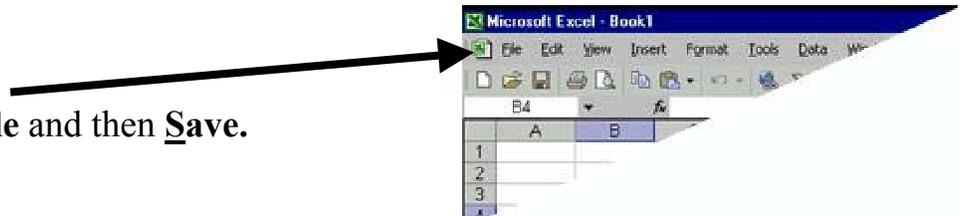
Ask your teacher or a friend to help you with this page.



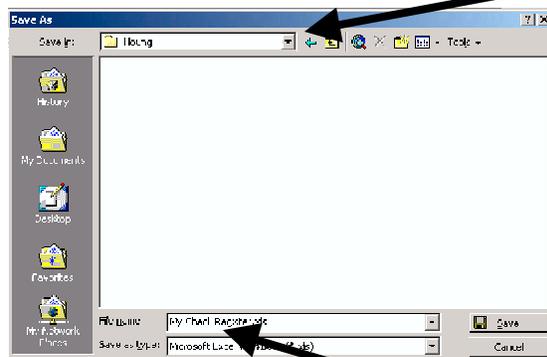
Directions: Follow the instructions.

1. Open Excel by double clicking  on the desktop.

2. Double click **File** and then **Save**.



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



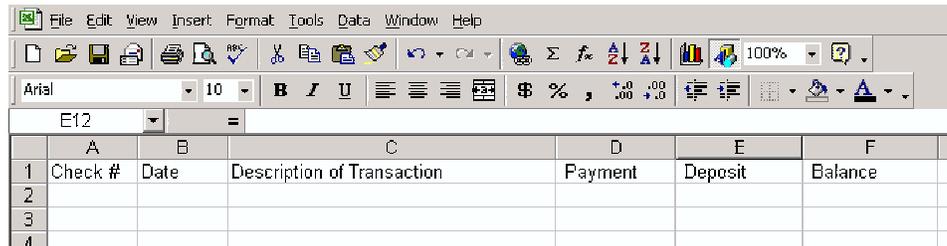
4. Give your workbook a file name (My Check Register).

5. Click **Save**.

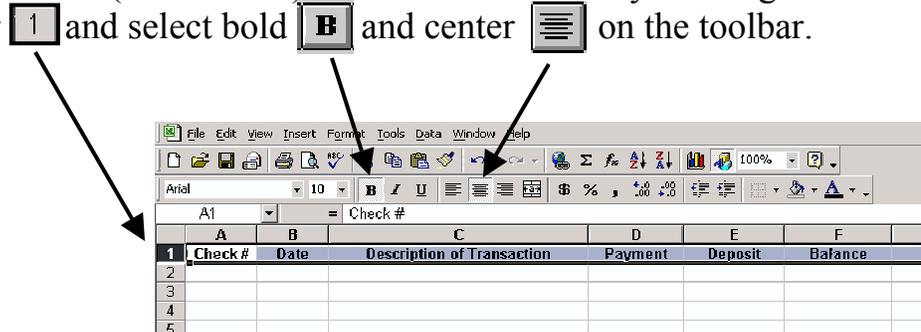
Making Column Headers

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).

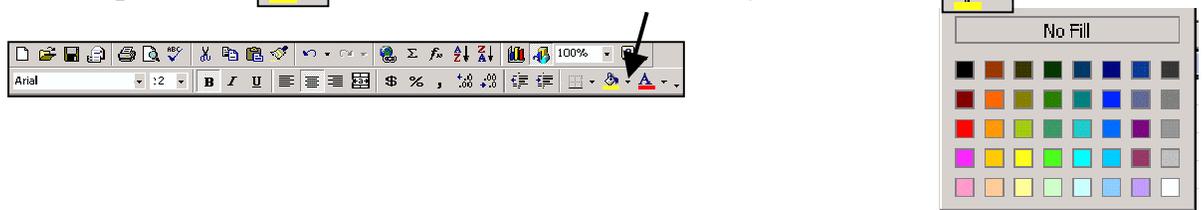


2. Center and darken (make black) the column headers by clicking on the row marker **1** and select bold **B** and center  on the toolbar.



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.



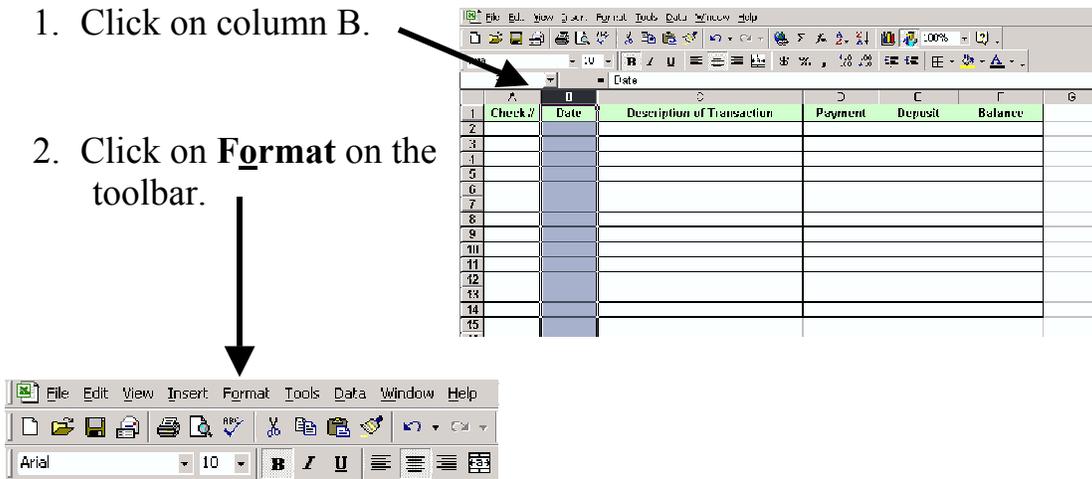
5. Save your worksheet.

Format Columns

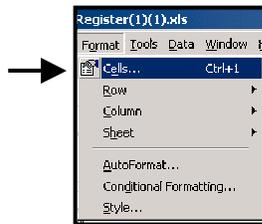
Directions: Follow the instructions to format column B for the date.

1. Click on column B.

2. Click on **Format** on the toolbar.

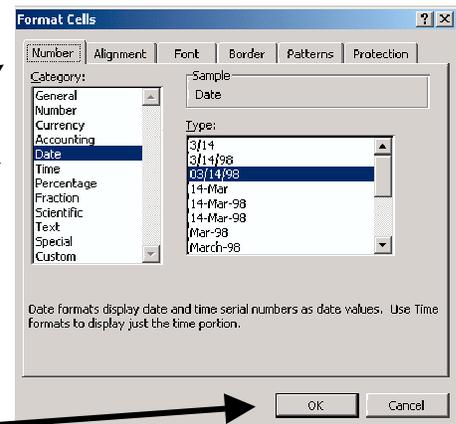


3. Click **Cells**.



4. Click the tab that reads **Number** and click on **Date**.

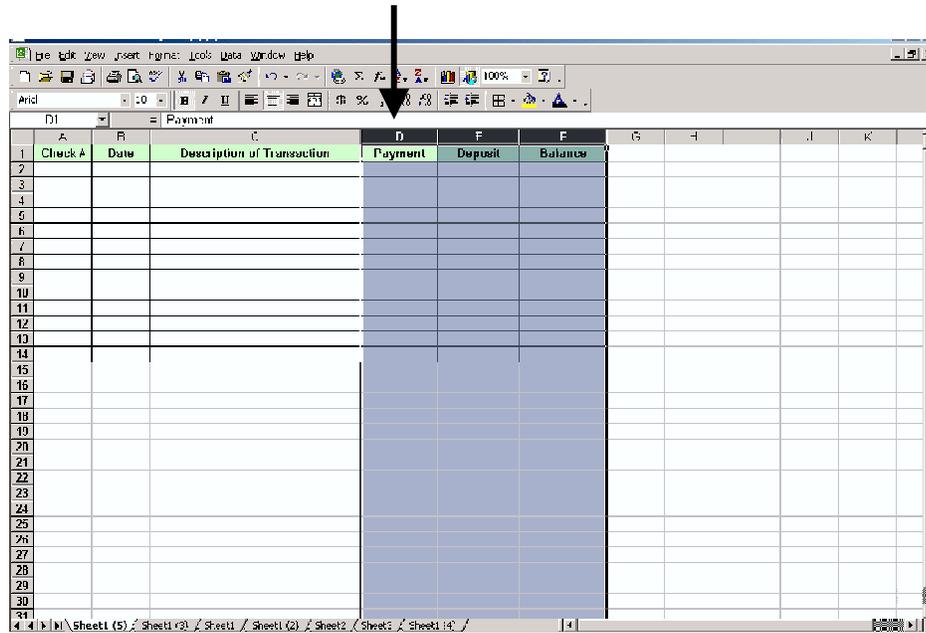
5. Click **OK**.



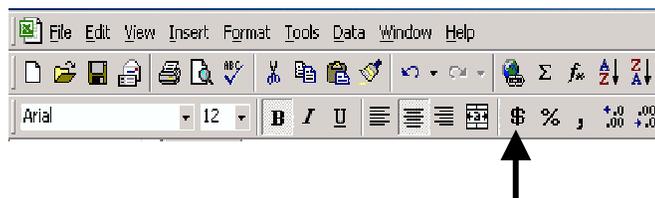
Format Columns (Continued)

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.**



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	B	C	D	E	F
1	Check #	Date	Description of Transaction	Payment	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		
15						

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

The screenshot shows the Excel interface with the check register table. The table is highlighted with a blue background, and borders have been added to the cells containing data. The table structure is identical to the one shown in the previous block.

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 balance. Add **deposits** to balance.

	A	B	C	D	E	F
1	Check #	Date	Description of Transaction	Payment	Deposit	Balance
2		10/10/02	Forwarding Balance			\$ 1,050.00
3	221	10/11/02	Sam's Supermarket	\$ 125.78		=F2-D3+E3
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		

Input formula here. =F2-D3+E3

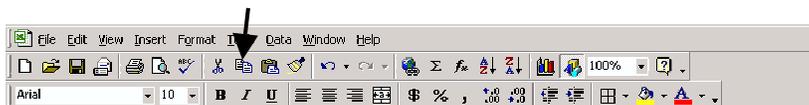
2. Study the math.

$$\text{Old Balance (F2)} - \text{Payments (D3)} + \text{Deposit (E3)} = \text{New Balance (F3)}$$

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.



3. Highlight F4 to F14.
4. Press **Enter**.

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? $=F5-D6+E6$

Formula

	A	B	C	D	E	F
1	Check #	Date	Description of Transaction	Payment	Deposit	Balance
2		10/10/02	Forwarding Balance			\$ 1,050.00
3	221	10/11/02	Sam's Supermarket	\$ 125.78		\$ 924.22
4	222	10/11/02	Southern California Utility	\$ 62.19		\$ 862.03
5	223	10/13/02	Needle Florist	\$ 28.50		\$ 833.53
6		10/15/02	Pay Check		\$ 1,100.00	\$ 1,933.53

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	B	C	D	E	F
1	Check #	Date	Description of Transaction	Payment	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)

Check # Date Description of Transaction

type information



↓

$3 + 7 = 10$

↓

$10 - 7 = 3$



add color

subtract

column headers

tabs

add

input data

(Note: Lines connect the spreadsheet icon to 'add color', the math equations to 'subtract', and the menu screenshot to 'input data'.)

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	<i>Forwarding Balance</i>			\$800.00
221	1-03-02	<i>Sam's Supermarket</i>	\$94.33		\$705.67
222	1-04-02	<i>Karen's Clothing</i>	\$125.62		\$580.05
223	1-05-02	<i>Scale Gasoline</i>	\$22.50		\$557.55
	1-06-02	<i>Paycheck</i>		\$900.00	\$1457.55
224	1-06-02	<i>Needle Florist</i>	\$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

A	B	C	D	E	F
Check #	Date	Description of Transaction	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