

# Spreadsheet Guide

## Step-by-Step Instructions

### Problem 8-4 Preparing a Six-Column Work Sheet

#### Complete the Spreadsheet

- Step 1** Read the instructions for Problem 8-4 in your textbook. This problem involves preparing a six-column work sheet for Wilderness Rentals.
- Step 2** Launch the Spreadsheet Problem.

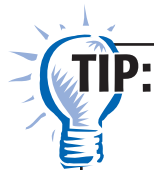
PROBLEM 8-4  
PREPARING A SIX-COLUMN WORK SHEET

(name)  
(date)

WILDERNESS RENTALS  
WORK SHEET  
FOR THE MONTH ENDED MAY 31, 20--

ACCOUNT NUMBER	ACCOUNT NAME	TRIAL BALANCE		INCOME STATEMENT		BALANCE SHEET	
		DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
101	Cash in Bank			0.00			
105	Accounts Receivable - Helen Katz					0.00	
110	Accounts Receivable - Polk and Co.					0.00	
115	Office Supplies					0.00	
120	Office Equipment					0.00	
125	Camping Equipment					0.00	
201	Accounts Payable - Adventure Equip. Inc.						0.00
203	Accounts Payable - Digital Tech Computers						0.00
205	Accounts Payable - Greg Mollaro						0.00
301	Ronald Hicks, Capital						0.00
305	Ronald Hicks, Withdrawals					0.00	
310	Income Summary	----	----	----	----		
401	Equipment Rental Revenue				0.00		
501	Advertising Expense			0.00			
505	Maintenance Expense			0.00			
515	Rent Expense			0.00			
525	Utilities Expense			0.00			
		<u>0.00</u>	<u>0.00</u>	0.00	0.00	0.00	0.00
	Net Income			0.00			0.00
				<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

- Step 3** Type your name and today's date in the cells containing the *(name)* and *(date)* placeholders.
- Step 4** The first account, **Cash in Bank**, has a month-end debit balance of \$5,814. Move the cell pointer to cell C14 and enter the account balance into the Trial Balance section of the spreadsheet template: **5814**.



**TIP:**

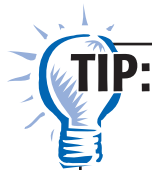
It is not necessary to include a comma or the decimal point and two zeroes as part of the amount. The spreadsheet will automatically format the data as you type.

- Step 5** Type the remaining balances into the Trial Balance section of the spreadsheet template. When you have typed all of the balances, move the cell pointer into the Income Statement and Balance Sheet sections of the spreadsheet template. Notice that the amounts for the Income Statement and Balance Sheet are automatically entered. As you type

the data into the Trial Balance section of the spreadsheet template, the program automatically calculates the remaining sections of the work sheet for you. The program also calculates the column totals and the net income for Wilderness Rentals.

**Step 6** Save the spreadsheet using the **Save** option from the **File** menu. You should accept the default location of the save, as this is handled by the management system.

**Step 7** Print the completed spreadsheet.

**TIP:**

If your spreadsheet is too wide to fit on an 8½-inch wide piece of paper, you can change your print settings to print the worksheet *landscape*. Some spreadsheet applications also allow you to choose a “fit to page” option. This function will reduce the width and depth of the worksheet to fit on one page.

**Step 8** Exit the spreadsheet program.

**Step 9** In the Close Options window, select the location where you would like to save your work.

**Step 10** Complete the Analyze activity from your textbook for this problem.

### What-If Analysis

**TIP:**

Always save your work before performing What-If Analysis. It is not necessary to save your work after performing What-If Analysis unless your teacher instructs you to do so. If you are required to save your work after performing What-If Analysis, be sure to rename the spreadsheet to avoid saving over your original work.

If **Cash in Bank** were \$4,314 and **Rent Expense** were \$5,000, what would Wilderness Rentals’ net income (or net loss) be?