CHAPTER 17
USING PEACHTREE COMPLETE ACCOUNTING 2005
WITH MICROSOFT EXCEL AND WORD

If your students have Microsoft Office 2000 (or higher), they can use PCA 2005 data in numerous ways. For example, your students can add data to an Excel spreadsheet. Or, they can add Peachtree financial statements to a Microsoft Word document that can be used for year-end reports.

Chapter 17 describes several procedures for adding Peachtree data to Microsoft Office 2000 (or higher) applications. In this chapter, your students will see how to insert Peachtree report data into a Microsoft Excel spreadsheet or a Word document. Then, they can view or format the data using Excel or Word.

SOFTWARE OBJECTIVES: In Chapter 17, your students used the software to:

1. Copy Peachtree report data to an Excel spreadsheet.

2. Copy Peachtree report data to Word.

3. Save Microsoft Excel and Word files.

WEB OBJECTIVES: In Chapter 17 your students did these Internet activities:

1. Used their Internet browser to go to the book's website.

2. Went to the Internet Activity link on the book's website. Then, selected WEB EXERCISES PART 4. Completed the third exercise in Part 4– Web Development.

3. Used a word processing program to write a summary of the websites that they visited.

PCA TIPS, CHAPTER 17

➢ Students use Bellwether Garden Supply to complete the activities Chapter 17.

➢ Students may use Bellwether's starting data or restore Exercise 6-2. (If necessary, see Appendix A, Installing Starting Data for The Sample Companies, page 293 – IMK and 294 - IMK.)

LECTURE OUTLINE, CHAPTER 17

A. Software Objectives, page 597

B. Web Objectives, page 597

C. Getting Started, pages 597-598

D. Copying Peachtree Report Data to Microsoft Excel, page 598

  1. Balance Sheet, pages 598-601
  2. Income Statement, pages 601-604

E. Copying Peachtree Report Data to Microsoft Word, pages 604-605

F. Internet Activity, page 606

G. Summary and Review, page 606

  1. Going to the net, page 607
  2. Short-answer questions, pages 607-609
  3. Exercise 17-1, page 609
  4. Exercise 17-2, page 609
  5. Chapter 17 index, p. 610

ANSWER TO GOING TO THE NET

1. The website address for Microsoft Word is
    http://office.microsoft.com/en-us/FX010857991033.aspx.
2. Students' answers will vary.
3. The website address for Microsoft Excel is
    http://office.microsoft.com/en-us/FX010858001033.aspx.
4. Students' answers will vary.

ANSWERS TO SHORT-ANSWER QUESTIONS

1. On Peachtree's Select a Report window, you click the Send To icon,
    then select Excel to export data to an Excel spreadsheet. You can also
    select the report, then click the Excel icon from the report screen.
2. If you do not have the back up file for Exercise 6-2, you use Bellwether
    Garden Supply's starting data.
3. In Chapter 17, you do *both:* create a new Excel worksheet, and add a
    new worksheet to an existing Microsoft Excel workbook.
4. You use the back up data from Exercise 6-2.
5. You use Excel's Print Preview feature in order to see the header
    information on the Peachtree report.
6. Word automatically adds the extension .doc to saved documents.
7. Microsoft Word automatically assigns the file name Bellwether Garden
    Supply.doc.
8. Excel automatically adds the extension .xls to worksheets.
9. Yes, you need to format the document after copying Peachtree data to
    Microsoft Word.
10. You use the Peachtree's statement of retained earnings with Microsoft
    Word.

SOLUTION TO EXERCISE 17-1

Students are instructed to copy Peachtree report data to Microsoft Excel.
The solution to this exercise will vary.

SOLUTION TO EXERCISE 17-2

Students are instructed to copy Peachtree report data to Microsoft Word.
The solution to this exercise will vary.