

Working with Formulas

Simple Checkbook

- Begin labeling your columns (Date, Payee, Withdrawals, Deposits, Balance)
 - Format columns (Column A-date format, Column B-text, Columns C-E-currency)
 - Adjust Column widths if necessary ← | →
 - Fill in the beginning date in cell A-2 and type your account balance into cell E-2
 - Fill the date in for the next transaction in cell A-3, the payee or depositor in B-3 and withdrawal amount in cell C-3 or deposit amount in cell D-3
 - In cell E-3, type in the following formula **=SUM(E2-C3+D3)**, press your enter key to lock the formula in the cell
 - After locking the formula into the cell, click on cell E-3
 - Then, click and drag on the fill handle and fill the formula into about 20 or so cells in column E
 - Continuing recording withdrawals and deposits and watch your balance change
 - If necessary, use the fill handle to fill the formula down column E

	A	B	C	D	E
1	Date	Payee	Withdrawals	Deposits	Balance
2	6/1/2010				\$50,000.00
3	6/2/2010	RGE	\$200.00		\$49,800.00
4	6/14/2010	VCS		\$10,000.00	\$59,800.00
5	6/15/2010	Capital Or	\$5,000.00		\$54,800.00