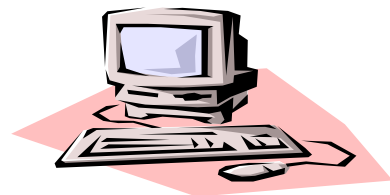


# Computer Times

Your Newsletter About Trends in Technology



Mr. Breitsprecher's Edition

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FREE!



## Currency Formats Like the Pros



Because spreadsheets are primarily used to solve numeric problems, working with **CURRENCY** formats is important.

Excel will automatically format data in a variety of ways. Being able to easily display numerical data preceded by a dollar sign is a useful feature. Typically, however, columns of numbers are not used with dollar signs.

### Accounting Format

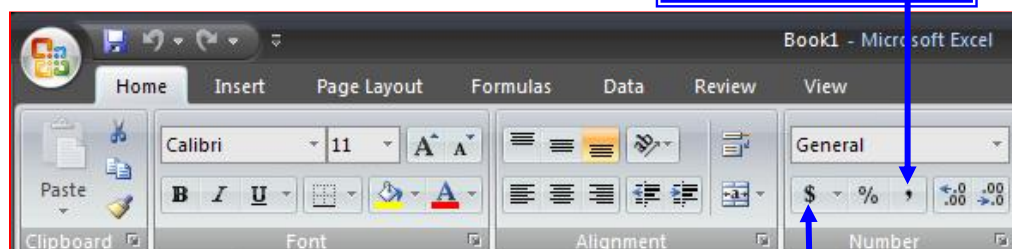
Accounts work with columns of numbers that represent currency all the time. In an accounting format, dollar signs are **ONLY USED AT THE TOP OF A COLUMN AND FOR ANY TOTALS**.

All the numbers below the top of a column with a dollar sign, in accounting formats, are represented as 2 decimals. This is actually easier to read – especially when we are working with hand-written information.

It is easy to follow accounting formats – at the top of a column of numbers, format those numbers with the **CURRENCY** style. Numbers below the first row are formatted with the **COMMA** style. If there is a bottom figure that represents a total or subtotal, they are formatted with the **CURRENCY** style.

Simply highlight your figures and click on the icon that will give you the appropriate style. Creating professionally formatted spreadsheets is only a “point-and-click” away.

Comma Style



### Formatting the Accounting Way

Currency Style

Please use our accounting format, currency style at the top of a column, comma style below the first line with the \$ sign (**currency style**) & all totals. Use **comma style** for all others. Simply highlight the appropriate ranges and click on the appropriate icon on the **HOME** tab (shown above).

	A	B	C	D	E
1	<b>Ace Manufacturing</b>				
2	<b>Prices are for Shipments</b>				
3	<b>Directly from Warehouse</b>				
4	<b>Revised [today's date] 2002</b>				
5	<b>By: YOUR NAME</b>				
6					
7	<b>Product</b>	<b>No.</b>	<b>Cost</b>	<b>Ship</b>	<b>Total</b>
8	22R354 CD 22.5	XW2	\$2,056.68	\$ 4.85	\$ 9,974.90
9	BBM-TYR V7	MRP1	394.59	4.66	1,838.79
10	BBM-TYR V8	MRP2	498.57	4.66	2,323.34
11	LuxLex C15	NB6	298.39	8.67	2,587.04
12	175/384 Outside Link, 009	VY8	1,209.48	12.58	15,215.26
13	175/384 Inside Link, 010	VY8A	1,148.59	9.78	11,233.21
14	Berrymore Adjusting Link, 2	GQ9	1,148.59	4.49	5,157.17
15	Wilkins Bearing, 195	XP23	34.59	19.85	686.61
16	Hi-Link Adjusting Rod, MR2	HL2R2	123.54	19.85	2,452.27
17	Johnston Bar, 367	STM47	259.47	37.59	9,753.48
18	Poppit Valve, 2cm	STM002	79.59	37.59	2,991.79
19	Valve Gear, 2-8-0	VG280	2,345.81	52.37	122,850.07
20	Valve Gear, 4-6-0	VG460	2,589.57	52.37	135,615.78
21	Valve Gear, 2-8-2	VG282	2,739.81	57.16	156,607.54
22	Valve Gear, 4-6-2	VG462	2,994.21	57.16	171,149.04
23	<b>Total</b>				<b>\$ 650,436.28</b>

Use **AUTO SUM (Σ)**  
for all calculated totals  
(double underline)

Create one workbook with 5 sheets named: **Ace, Jackson, National, Milw Meat, & Western**. Complete each of the spreadsheets for each tab. Save the workbook as **excelAssignmentOne**. **DO NOT ENTER** the totals (numbers with double-line underneath or identified with the column heading (or side heading) "TOTAL". National Warehouse uses a math formula – please ask if you want help. We will use the **FILL** command to save time – we only have to enter formulas once!

Continue to apply our accounting format to the following files (currency style at the top of a column, comma style below the first line, and currency style for ALL totals). Highlight the appropriate ranges and click on the appropriate icon on the **HOME** tab. Continue adding currency formats to the following spreadsheets.

	A	B	C	D	E
1	<b>Jackson International, Inc.</b>				
2	<b>Computer Purchase Summary</b>				
3	<b>First Quarter 2003</b>				
4	<b>By: YOUR NAME</b>				
5					
6	<b>Branch</b>	<b>Description</b>	<b>Qty.</b>	<b>Cost</b>	<b>Total</b>
7	Willow Run, MI	SevR-112A	25	\$ 3,834.55	\$ 95,863.75
8	Jacksonville, FL	Comp 185-X	15	3,485.68	52,285.20
9	Hendersonville, CO	Mint1Z387	34	4,955.49	168,486.66
10	West Chicago Heights, IL	SevR-112A	25	1,894.59	47,364.75
11	East Dilworth, MN	SevR-112A	36	2,345.48	84,437.28
12	Birmingham, AL	Comp 185-X	34	5,543.49	188,478.66
13	Houston, TX	Discomp-948	22	3,384.59	74,460.98
14	Kenton, WA	Mint1Z387	12	1,934.50	23,214.00
15	Mountainville, WI	Comp185-X	3	3,994.95	11,984.85
16	Laurel, MT	Discomp-948	23	3,833.49	88,170.27
17	Boston, MA	Mint1Z387	12	2,685.19	32,222.28
18	Hanover, CT	Comp 185-X	10	4,698.29	46,982.90
19	Fontana, CA	Discomp-948	7	2,956.19	20,693.33
20	<b>Total</b>		258	\$ 45,546.48	\$ 934,644.91

	A	B	C	D	E
1	<b>National Warehouse</b>				
2	<b>By: Your Name</b>				
3					
4	<b>Stock No</b>	<b>Item</b>	<b>Cost</b>	<b>Sell</b>	<b>Profit</b>
5	MR235	Cable 1	\$ 2.99	\$ 5.29	\$ 2.30
6	MR384	Cable 2	3.59	5.99	2.40
7	MR486	Cable 3	3.99	6.29	2.30
8	MR513	Cable 4	4.59	6.99	2.40
9	MR699	Cable 5	4.99	7.29	2.30
10	MR712	Cable 6	5.59	7.99	2.40
11	MR833	Cable 7	5.99	8.29	2.30
12	MR910	Cable 8	6.59	8.99	2.40
13	REN21	Jack 1	1.29	3.59	2.30
14	REN42	Jack 2	1.99	4.29	2.30
15	REN68	Jack 3	2.29	4.99	2.70
16	REN81	Jack 4	2.99	5.59	2.60
17	REN05	Jack 5	3.29	6.19	2.90
18	TR162	Plug 1	0.99	2.39	1.40
19	TR295	Plug 2	1.59	2.99	1.40
20	TR385	Plug 3	1.99	3.39	1.40
21	TR495	Plug 4	2.59	3.99	1.40
22	TR595	Plug 5	2.99	5.39	2.40
23	TR681	Plug 6	3.59	5.99	2.40
24	TR712	Plug 7	3.99	6.39	2.40
25	TR820	Plug 8	4.59	6.99	2.40
26	TR910	Plug 9	4.99	7.39	2.40
27					\$ 49.20

	A	B	C	D
1	<b>Milwaukee Meat Company</b>			
2	<b>Inventory [today's date]</b>			
3	<b>By: YOUR NAME</b>			
4				
5	<b>Item</b>	<b>Pounds</b>	<b>Cost</b>	<b>Total</b>
6	Hamburger	35	\$ 0.89	\$ 31.15
7	Ground Sirloin	17	1.09	18.53
8	Ground Round	22	0.99	21.78
9	Chicken Breasts	41	0.79	32.39
10	Cut Up Fryers	21	0.59	12.39
11	Hot Dogs	57	0.49	27.93
12	Bratwurst	31	0.99	30.69
13	Pepperoni	73	1.59	116.07
14	Italian Sausage	81	1.39	112.59
15	Sirloin Steak	52	2.29	119.08
16	T-Bone Steak	74	3.39	250.86
17	New York Strip	57	3.29	187.53
18	Rib Steak	41	3.79	155.39
19	Prime Rib	47	4.59	215.73
20	<b>Inventory Totals</b>		\$ 4.59	\$ 215.73

Create the following spreadsheet. **BE SURE TO USE AUTOSUM TO CALCULATE THE Total LABOR PLUS MATERIAL FOR THE FIRST LINE ITEM.** Use the **FILL DOWN** feature to calculate the totals for the rest of the items.

Use the **AUTOSUM** function to calculate the totals as shown. Format your spreadsheet as shown with the accounting style we reviewed earlier (currency and comma styles). Resize column widths as necessary, apply bold, and add borders where indicated. **IF YOU HAVE ANY QUESTIONS, PLEASE ASK FOR HELP!**

	A	B	C	D
1	<b>Western Grills, Inc</b>			
2	<b>By: Your Name</b>			
3				
4	<b>Item</b>	<b>Labor</b>	<b>Material</b>	<b>Total</b>
5	Gas Grill	\$ 354.65	\$ 329.49	\$ 684.14
6	Deluxe Gas Grill	338.59	283.47	622.06
7	Charcoal Grill - Kettle	116.90	121.38	238.28
8	Charcoal Grill - Little Smoky	23.49	17.56	41.05
9	Smoker	121.49	99.13	220.62
10	Smoke Rack	87.59	124.95	212.54
11	Deluxe Smoke Rack	139.99	57.25	197.24
12	Water Smoker	382.35	224.25	606.60
13	Smoker Insert	125.79	65.75	191.54
14	Deluxe Smoker	429.39	325.43	754.82
15	Rib Rack	49.59	99.48	149.07
16	Smoker Insert	125.59	279.68	405.27
17	Flavor Tray	79.85	186.37	266.22
18	Extra Racks	85.19	27.58	112.77
19	Deluxe Rack Set	212.79	65.78	278.57
20	<b>Totals</b>	<b>\$2,673.24</b>	<b>\$2,307.55</b>	<b>\$4,980.79</b>

To earn credit for this assignment – you will need to use formulas to calculate totals (and profit for National Warehouse. The numbers given in this handout let you verify that you have calculated correct values. If your numbers are different – please double check your data-entry and verify that the formula you are using is correct. Credit will only be given if the totals are correctly calculated and match the data above.