

Microsoft Excel Class

Checkbook Register Project

Using the skills discussed in class, create a simple checkbook register that looks like the following:

Note: All formulas in cells G3:G11 should be the same. They should all start with the value in the cell above, subtract the relevant amount in column D and then add any amount in column F. The check symbol (✓) can be found in the Symbol tool as part of the Wingding collection (click: Insert > Symbol)..

	A	B	C	D	E	F	G
1	Number	Date	Description	Debit	Cleared	Credit	Balance
2							2,000.00
3	101	1/3/19	Dry cleaners	89.32	✓		1,910.68
4	102	1/4/19	Cable TV	114.87	✓		1,795.81
5		1/6/19	ATM cash withdrawal	100.00	✓		1,695.81
6	103	1/7/19	Utility bill	256.87	✓		1,438.94
7		1/9/19	Deposit		✓	1,500.00	2,938.94
8	104	1/15/19	Rent	1,250.00			1,688.94
9							1,688.94
10							1,688.94
11							1,688.94
12			Total	1,811.06		1,500.00	