

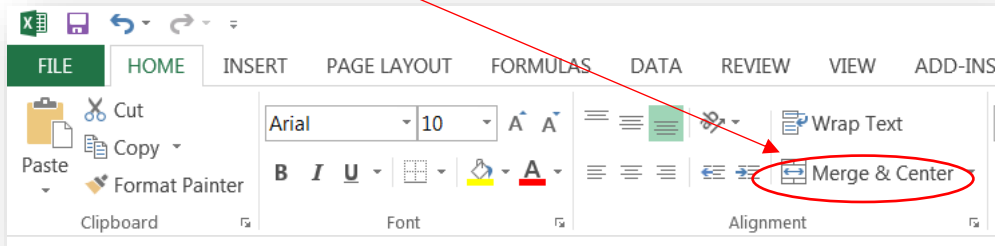
Creating a Balance Sheet in Excel

Follow the instructions below to create the Balance Sheet for Star River Adventures.

1. Open a blank workbook
2. Save the file as Balance Sheet
3. Enter the labels for company name, address, balance sheet, and the date in Column B beginning on row 2 as shown. Use the current date in the format shown.

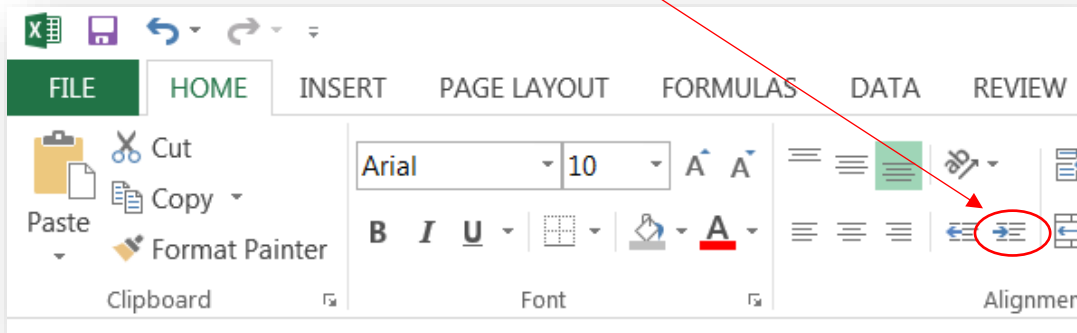
2		STAR RIVER ADVENTURES	
3		205 Riverview Drive	
4		Sutton, WV 26601-1311	
5			
6		Balance Sheet	
7		May 31, 20--	

4. Bold the text in Column B. Save changes by pressing CTRL + S on your keyboard.
5. Select the range B2:D2
6. Click the Merge & Center button on the Home Ribbon



7. Select the range B3:D3. Click the Merge & Center button on the Home Ribbon.
8. Using the same technique, merge and center the ranges B4:D4, B6:D6, B7:D7, B8:D8.
9. Fill the range B8:D8 with a light gray background (use the paint bucket on the Home Ribbon)
10. Save changes.
11. In cell B9, key Assets then press the down arrow key

12. Key Current Assets then press the Increase Indent button once. Press the down arrow key.



13. Key Cash then press the Increase Indent button twice. Press the down arrow key.

14. Key Inventory then press the Increase Indent button twice. Press the down arrow key.

15. Key Prepaid Expenses then press the Increase Indent button twice. Press the down arrow key.

16. Key Other then press the Increase Indent button twice. Press the down arrow key.

17. Key Total Current Assets then press the Increase Indent button twice. Press the down arrow key.

18. You should now be in cell B16. Key Fixed Assets then press the Increase Indent button once. Press the down arrow key.

19. Key Real Estate/Buildings then press the Increase Indent button twice. Press the down arrow key.

20. Key Furniture and Fixtures then press the Increase Indent button twice. Press the down arrow key.

21. Key Equipment then press the Increase Indent button twice. Press the down arrow key.

22. Key Other then press the Increase Indent button twice. Press the down arrow key.

23. Key Total Fixed Assets then press the Increase Indent button twice. Press the down arrow key.

24. Key Other Assets then press the Increase Indent button once. Press the down arrow key.

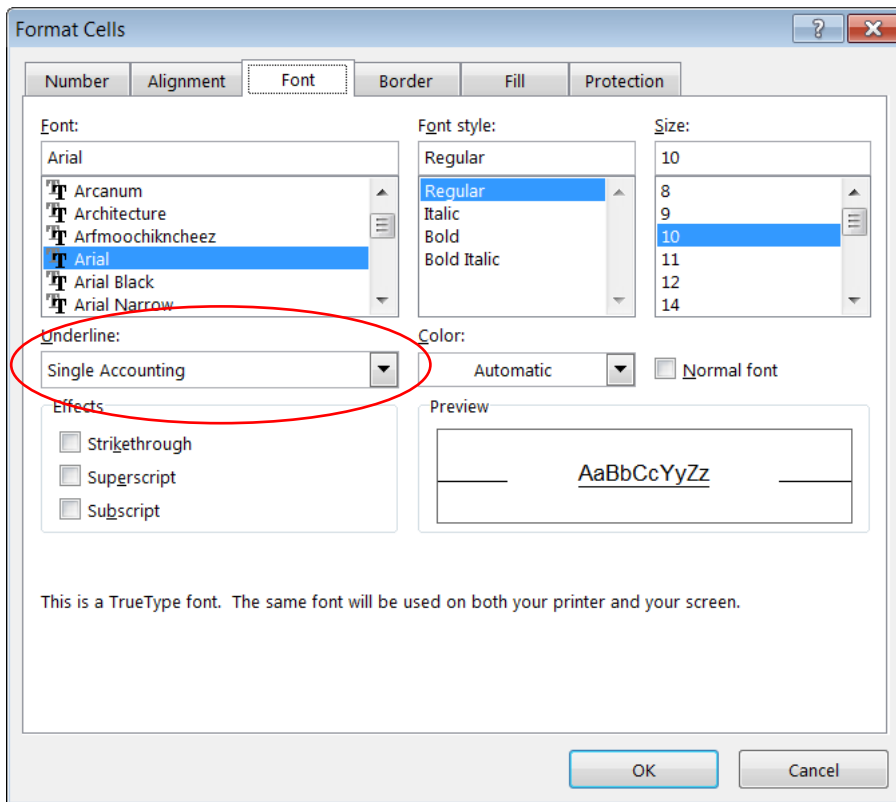
25. Key Miscellaneous then press the Increase Indent button twice. Press the down arrow key.

26. Key Total Other Assets then press the Increase Indent button twice. Press the down arrow key.

27. You should now be in cell B25. Key Total Assets then press the Increase Indent button once. Press the down arrow key.

28. Merge and center the range B26:D26. Fill the range B8:D8 with a light gray background (use the paint bucket on the Home Ribbon)

29. In cell B27, key Liabilities and Owner's Equity then press the down arrow key
30. Key Current Liabilities then press the Increase Indent button twice. Press the down arrow key.
31. Key Accounts Payable then press the Increase Indent button twice. Press the down arrow key.
32. Key Taxes Payable then press the Increase Indent button twice. Press the down arrow key.
33. Key Notes Payable (within 12 months) then press the Increase Indent button twice. Press the down arrow key.
34. Key Other then press the Increase Indent button twice. Press the down arrow key.
35. Key Total Current Liabilities then press the Increase Indent button twice. Press the down arrow key.
36. You should now be in cell B34. Key Long-term Liabilities then press the Increase Indent button once. Press the down arrow key.
37. Key Notes Payable (greater than 12 months) then press the Increase Indent button twice. Press the down arrow key.
38. Key Other then press the Increase Indent button twice. Press the down arrow key.
39. Key Total Long-term Liabilities then press the Increase Indent button twice. Press the down arrow key.
40. Key Total Liabilities then press the Increase Indent button once. Press the down arrow key. Save changes.
41. In cell B40, key Owner's Equity then press the Increase Indent button twice.
42. In cell B42, key Total Liabilities and Owner's Equity
43. Merge and center the range B43:D43. Fill the range B8:D8 with a light gray background (use the paint bucket on the Home Ribbon). Save changes.
44. Bold the text in the following cells: B9, B10, B15, B16, B21, B22, B24, B25, B27, B28, B33, B34, B37, B38, B40, and B42
45. Add Accounting Style (by clicking the dollar sign on the Home Ribbon) to the following cells: D11, D15, D17, D21, D24, D25, D29, D33, D35, D37, D38, D40, and D42
46. Click on cell D14 to select it. Then right click and choose Format Cells from the menu. Click on the Font tab. On the left side for "Underline" choose Single Accounting from the list. Click OK.



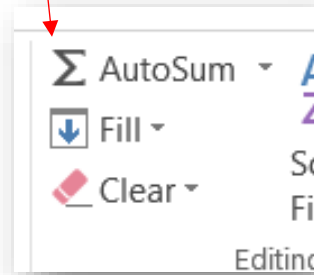
47. Apply the Single Accounting underline to cells D20, D23, D32, and D36.
48. Using a similar method, apply the Double Accounting underline to cells D25, D38, D40, and D42. Save changes.
49. Using image below, enter the dollar amounts for Assets. Do not type the dollar sign – Excel will add it for your automatically. Save changes.

8			
9	Assets		
10	Current Assets		
11	Cash		\$550,345.60
12	Inventory		87,303.15
13	Prepaid Expenses		78,211.94
14	Other		0.00

50. Using the image below, enter the dollar amounts for Fixed Assets. Save changes.

16	Fixed Assets			
17	Real Estate/Buildings			\$112,203.15
18	Furniture and Fixtures			76,305.18
19	Equipment			172,000.09
20	Other			<u>0.00</u>

51. Click cell D15. Double click the AutoSum Button on the Home Ribbon to add the figures in the cells above.



52. Click cell D21. Double click the AutoSum Button.

53. Click cell D23. Double click the AutoSum Button.

54. Save changes.

55. Click cell D25. Type in the following formula: =SUM(d15, d21, d 24) then press Enter

56. Save changes.

57. Using the image below, enter the dollar amounts for Liabilities and Owner's Equity.

27	Liabilities and Owner's Equity			
28	Current Liabilities			
29	Accounts Payable		\$62,222.78	
30	Taxes Payable		18,872.56	
31	Notes Payable (within 12 months)		6,780.00	
32	Other		<u>0.00</u>	
33	Total Current Liabilities			
34	Long-term Liabilities			
35	Notes Payable (greater than 12 months)		\$94,920.00	
36	Other		<u>0.00</u>	
37	Total Long-term Liabilities			
38	Total Liabilities			
39				
40	Owner's Equity			
41				
42	Total Liabilities and Owner's Equity		<u>\$0.00</u>	
43				
44				

58. Click cell D33. Double click the AutoSum button.

59. Click cell D37. Double click the AutoSum button.

60. In D38, type =SUM(D33, D37) then press Enter

61. In cell D40, type =D25-D38 then press Enter

62. In cell D42, type =D38+D40 then press Enter

63. Key your First and Last Name in cell B44

64. Save changes. Compare your spreadsheet to the one on the next page. If your spreadsheet look like the sample on the next page, submit for grading. If not, make correction and then submit for grading.

	A	B	C	D	E
1					
2		STAR RIVER ADVENTURES			
3		205 Riverview Drive			
4		Sutton, WV 26601-1311			
5					
6		Balance Sheet			
7		June 30, 20--			
8					
9		Assets			
10		Current Assets			
11		Cash		\$550,345.60	
12		Inventory		87,303.15	
13		Prepaid Expenses		78,211.94	
14		Other		0.00	
15		Total Current Assets		\$715,860.69	
16		Fixed Assets			
17		Real Estate/Buildings		\$112,203.15	
18		Furniture and Fixtures		76,305.18	
19		Equipment		172,000.09	
20		Other		0.00	
21		Total Fixed Assets		\$360,508.42	
22		Other Assets			
23		Miscellaneous		0.00	
24		Total Other Assets		\$0.00	
25		Total Assets		<u>\$1,076,369.11</u>	
26					
27		Liabilities and Owner's Equity			
28		Current Liabilities			
29		Accounts Payable		\$62,222.78	
30		Taxes Payable		18,872.56	
31		Notes Payable (within 12 months)		6,780.00	
32		Other		0.00	
33		Total Current Liabilities		\$87,875.34	
34		Long-term Liabilities			
35		Notes Payable (greater than 12 months)		\$94,920.00	
36		Other		0.00	
37		Total Long-term Liabilities		\$94,920.00	
38		Total Liabilities		<u>\$182,795.34</u>	
39					
40		Owner's Equity		<u>\$893,573.77</u>	
41					
42		Total Liabilities and Owner's Equity		<u>\$1,076,369.11</u>	
43					
44					