



Microsoft® **Excel for Accounting**

Chapter 1: The Accounting Equation and Recording Journal Entries



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LEARNING™

Learning Objectives

- After studying this chapter, you will be able to:
 - ▲ Display the accounting equation
 - ▲ Record journal entries
 - ▲ Enter data and numbers in Excel
 - ▲ Use Undo and Redo in Excel
 - ▲ Print worksheets

Accounting Refresher: The Accounting Equation

- $\text{Assets} = \text{Liabilities} + \text{Owner's Equity}$
- Assets represent items of value
- Liabilities represent amounts owed to others
- Owner's Equity represents the owner's stake in the business.

Entering Data to Display the Accounting Equation

- The highlight identifies the active cell.
- Formulas begin with an equals sign.
- Cell entries can be completed either from the keyboard or the Ribbon.
- Negative numbers are displayed with parentheses or a dash.
- Formatting options such as bold, italics, and underline are available.



Accounting Refresher: Recording Journal Entries

- A transaction represents a single event that has a financial impact on a business.
- A journal entry is used to record a transaction.
- Every journal entry includes at least one debit and one credit.
- The following journal entry includes a debit to Supplies and a credit to Accounts Payable:

8/4/2016 Supplies	1,400	
Accounts Payable		1,400
<i>Purchase of Supplies on Account</i>		

Using Cut, Copy, and Paste to Record Journal Entries

- When an item is copied or cut it is placed on the Office Clipboard.
- The Paste Options menu allows for items to be pasted in different ways.
- Drag and drop is an efficient method for accomplishing copy and paste.
- Right-dragging provides a menu of options before the paste is finalized.



Using Undo and Redo

- Undo can reverse most but not all actions.
- Redo can only be used after Undo has been selected.
- Multiple actions can be undone simultaneously via the menu accessed by the Undo button.



Printing Worksheets

- Print Preview can be viewed in Backstage view.
- The Quick Print button prints the entire worksheet.
- Setting the print area allows for printing of only a portion of a worksheet.
- Pages can be printed in either portrait or landscape orientation.

