

Update Report for Excel for Accounting

2nd Edition

Last updated July 24, 2025

Edits for print versions **10 9 8 7 6 5 4 3** (check your copyright page), **10 9 8 7 6 5 4 3 2**, and **10 9 8 7 6 5 4 3 2 1**

(Edits applying only to previous printings are found later in this document.)

P168 EA6-D1 #3—STEP HAS BEEN REPLACED WITH: 072425

3. Type **Fixed Asset** in cell **A4** and then enter the remaining fixed-asset data from the table above Step 1 in the **range A4:F7**. Include the *Accumulated Depreciation* header but exclude its dollar amounts.
You are not entering the accumulated depreciation amounts, as you will later calculate these as of 12/31/2026. Do not format the cells, as this will be done later as well.

P169 EA6-D1 #4—STEP HAS BEEN REPLACED WITH: 072425

4. Select cell **A4**, choose **Home→Styles→Format as Table**, choose any of the Medium table styles in orange (such as Orange, Table Style Medium 3), and then click **OK**.

Edits for print versions **10 9 8 7 6 5 4 3 2** and **10 9 8 7 6 5 4 3 2 1** (check your copyright page)

N/A CH. 5 STUDENT EXERCISE FILES

Five student exercise files were replaced on 11/2/22. If you downloaded your instructor support materials or student exercise files before that date, please redownload them now.

P59 EA2-A1

Balance Sheet	
Location	What to Enter
Cell A5	Header: Assets: (PG-7a)
Ranges A6:A10 and C6:C10	In column A, asset account names in order of liquidity (Cash, Accounts Receivable, Supplies, Equipment, Building) and in column C , the associated amounts (PG-7b)
Cells A11 and C11	The description Total Assets and its associated amount (PG-7c)

P130 PROJECT—REPLACE THE PROJECT IMAGE WITH THE FOLLOWING:

City Music World Bank Reconciliation December 31, 2026			
Beginning Bank Balance:	\$35,550	Beginning Book Balance:	\$33,344
Add:		Add:	
Deposits in Transit	\$ 800	Notes Receivable	\$ 1,400
	\$1,250		
	\$1,000 \$ 3,050		
	\$38,600		\$34,744
Deduct:		Deduct:	
Outstanding Checks	\$3,200	NSF Check	\$528
	\$ 24	Bank Charges	\$150
	\$1,610 \$ 4,834	Check Error	\$300 \$ 978
Adjusted Bank Balance	\$33,766	Adjusted Book Balance	\$33,766

P139 EA5-D2 #13

Change the step text to: “Apply a bottom border to **cells B9, B14, C9, C14, F14, G7, and G14.**”

P149 EA5-R1 #31

Change the step text to: “Apply a bottom border to **cells B8, B13, C8, C13, F8, F12, G8, and G12;** apply a bottom double border to **cells C14 and G14.**”

P151 EA5-R2 #31

Change the step text to: “Apply a bottom border to **cells B9, B13, C9, C13, F14, and G7;** a bottom double border to **cell C15;** and a top and double bottom border to **cell G15.**”

P154 EA5-A1 (PG-7)

Replace “; enter this where appropriate,” with “; enter this as the final item within the appropriate section of the bank reconciliation,”

P155 EA5-A2 (PG-7)

Replace “; enter this where appropriate,” with “; enter this as the final item within the appropriate section of the bank reconciliation,”

P183 EA6-R1

29. Repeat step 27 for each cell in the **range F6:F8**. Ensure that the correct accumulated depreciation amount is entered at the beginning of each formula (based on the information provided in the instructions).

P190 EA6-A2 (PG-11)**Quick Analysis**

Use Quick Analysis to create a Clustered ~~Column~~ ^{Bar} chart displaying the year-end book value for each fixed asset. Position the chart below the table and title it: **Book Value (PG-11)**

Additional edits for print version 10 9 8 7 6 5 4 3 2 1 (check your copyright page)

P330 EA10-A1 (PG-3A)

Now you will adjust the worksheet layout.

- Set the print area to A1:J13 and set the orientation to Landscape. (PG-3a)

P331 EA10-A2 (PG-3A)

Now you will adjust the worksheet layout:

- Set the print area to A1:J14 and set the orientation to Landscape. (PG-3a)