

# Table of Contents

Preface	ix		
<b>CHAPTER 1</b>		<b>CHAPTER 2</b>	
<b>The Accounting Equation and Recording Journal Entries</b>	<b>1</b>	<b>Financial Statements</b>	<b>31</b>
<b>PROJECT: City Music World</b>	<b>2</b>	<b>PROJECT: City Music World</b>	<b>32</b>
Accounting Refresher: The Accounting Equation	3	Accounting Refresher: Financial Statements	33
<b>Entering Data to Display the Accounting Equation</b>	<b>3</b>	<b>Modifying Columns and Rows</b>	<b>34</b>
Data Types	4	Modifying Cells	35
Completing Cell Entries	4	<b>Hiding Columns and Rows</b>	<b>35</b>
Deleting and Replacing Entries	4	<b>Managing Worksheets</b>	<b>38</b>
Number Formats	4	<b>Changing Vertical Alignment and Rotating Text</b>	<b>39</b>
Decimals and Negative Numbers	5	Rotating Text	39
Formatting Changes	5	<b>Using Alignment, Indent, and Text Control Options</b>	<b>41</b>
Accounting Refresher: Recording Journal Entries	7	Aligning Entries	41
<b>Using Cut, Copy, and Paste to Record Journal Entries</b>	<b>8</b>	Indenting Cell Entries	42
Paste Options	9	Merging Cells	42
Moving and Copying Cells	10	Wrapping Text and Entering Line Breaks	42
Long Text Entries	10	<b>Applying Borders and Fills</b>	<b>43</b>
Modifying Column Width and Row Height	11	Borders	43
<b>Using Undo and Redo</b>	<b>13</b>	Fill Colors	44
Undoing Multiple Actions	14	Real-World Accounting: What Are the Benefits of Using Excel to Create Financial Statements?	49
<b>Printing Worksheets</b>	<b>16</b>	<b>Self-Assessment</b>	<b>50</b>
Print Preview	16	<b>Reinforce Your Skills</b>	<b>52</b>
Print the Full Worksheet	17	<b>Apply Your Skills</b>	<b>58</b>
Print Selections	17	<b>Extend Your Skills</b>	<b>63</b>
Orientation	18	<b>Critical Thinking</b>	<b>65</b>
Real-World Accounting: What Are the Benefits of Using Excel to Record Journal Entries?	20		
<b>Self-Assessment</b>	<b>21</b>		
<b>Reinforce Your Skills</b>	<b>23</b>		
<b>Apply Your Skills</b>	<b>26</b>		
<b>Extend Your Skills</b>	<b>28</b>		
<b>Critical Thinking</b>	<b>30</b>		

**CHAPTER 3****Statement of Cash Flows 67**

<b>PROJECT: City Music World</b>	<b>68</b>
Accounting Refresher: Statement of Cash Flows	69
<b>Working with Formulas</b>	<b>70</b>
Cell and Range References	70
The Language of Excel Formulas	70
<b>Using Cell References in Formulas</b>	<b>72</b>
Relative Cell References	72
What-If Analysis	72
<b>Modifying and Copying Formulas</b>	<b>73</b>
Circular References	73
Copying Formulas	74
<b>Using Excel's Find and Replace Commands</b>	<b>76</b>
Replacing Cell Contents	76
Replacing Cell Formats	77
Real-World Accounting: What Are the Benefits of Using Excel to Create the Statement of Cash Flows?	80
<b>Self-Assessment</b>	<b>81</b>
<b>Reinforce Your Skills</b>	<b>83</b>
<b>Apply Your Skills</b>	<b>87</b>
<b>Extend Your Skills</b>	<b>90</b>
<b>Critical Thinking</b>	<b>92</b>

**CHAPTER 4****Inventory Costing and Analysis 93**

<b>PROJECT: City Music World</b>	<b>94</b>
Accounting Refresher: Inventory Costing Methods	95
<b>Working with Functions</b>	<b>96</b>
Using AutoSum to Create a SUM Formula	96
Status Bar Functions	97
Formula AutoComplete	97
Function Syntax	97
Insert Function	98
<b>Using Functions to Format Text</b>	<b>100</b>
LEFT, MID, and RIGHT to Extract Text	100
Flash Fill and the CONCATENATE Function	101
<b>Applying Conditional Formatting</b>	<b>103</b>

<b>Creating PivotTables</b>	<b>105</b>
Arranging the Source Data	105
PivotTable Example 1	105
PivotTable Example 2	106
How PivotTables Work	107
Filtering a PivotTable with AutoFilter	108
Filtering PivotTables with Slicers	109
<b>Creating PivotCharts</b>	<b>111</b>
Filtering PivotCharts	112
Real-World Accounting: What Are the Benefits of Using Excel to Examine and Analyze an Inventory Listing?	114
<b>Self-Assessment</b>	<b>115</b>
<b>Reinforce Your Skills</b>	<b>117</b>
<b>Apply Your Skills</b>	<b>121</b>
<b>Extend Your Skills</b>	<b>124</b>
<b>Critical Thinking</b>	<b>126</b>

**CHAPTER 5****Bank Reconciliation 127**

<b>PROJECT: City Music World</b>	<b>128</b>
Accounting Refresher: Bank Reconciliations	129
<b>Importing External Data</b>	<b>130</b>
Importing Data from QuickBooks with Copy and Paste	131
Importing Data with Drag and Drop	131
Importing Data from a Text File	131
<b>Using the Format Painter and Quick Styles</b>	<b>134</b>
Format Painter	134
Applying Quick Styles to Cells	135
<b>Using Preset and Customized Conditional Formatting</b>	<b>137</b>
Presets and Multiple Conditions	137
Conditional Formatting Rules	138
The Conditional Formatting Rules Manager	138
<b>Creating and Formatting Headers and Footers</b>	<b>141</b>
Real-World Accounting: What Are the Benefits of Using Excel to Create a Bank Reconciliation?	142
<b>Self-Assessment</b>	<b>143</b>
<b>Reinforce Your Skills</b>	<b>145</b>
<b>Apply Your Skills</b>	<b>151</b>
<b>Extend Your Skills</b>	<b>154</b>
<b>Critical Thinking</b>	<b>156</b>

**CHAPTER 6****Depreciation Schedule 157**

<b>PROJECT: City Music World</b>	<b>158</b>
Accounting Refresher: Depreciation Expense	159
<b>Working with Tables</b>	<b>161</b>
Creating a Table	161
Converting a Range to a Table	161
Table Rows and Columns	162
Populating and Formatting a Table	163
Formatting a Table	164
Adding and Deleting Rows and Columns	165
Selecting Table Rows and Columns	165
Printing and Deleting a Table	166
<b>Applying Depreciation Functions with Structured References</b>	<b>167</b>
Structured References	168
Formulas with Structured References	169
<b>Using Enhanced Sorting and Filtering</b>	<b>171</b>
Sorts	171
Filters	172
Custom Filters	173
<b>Using Quick Analysis</b>	<b>174</b>
Real-World Accounting: What Are the Benefits of Using Excel to Populate a Depreciation Schedule?	175
<b>Self-Assessment</b>	<b>176</b>
<b>Reinforce Your Skills</b>	<b>178</b>
<b>Apply Your Skills</b>	<b>183</b>
<b>Extend Your Skills</b>	<b>186</b>
<b>Critical Thinking</b>	<b>189</b>

**CHAPTER 7****Payroll Register 191**

<b>PROJECT: City Music World</b>	<b>192</b>
Accounting Refresher: Payroll Register	193
<b>Creating Formulas with ROUND and IF Functions</b>	<b>195</b>
ROUND Function	195
IF Function	195
How the IF Function Works	196
<b>Using Nested IF Functions and Absolute/Mixed Cell References</b>	<b>199</b>
Nested IF Function	199
Absolute Cell References	200
Mixed Cell References	201

<b>Using VLOOKUP and HLOOKUP Functions</b>	<b>203</b>
Lookup Function Syntax	203
How the VLOOKUP Function Works	203
<b>Ensuring Effective Worksheet Layout</b>	<b>207</b>
Enhancing Worksheet Readability	207
Highlighting Key Headers and Data	208
Real-World Accounting: What Are the Benefits of Using Excel to Create a Payroll Register?	210
<b>Self-Assessment</b>	<b>211</b>
<b>Reinforce Your Skills</b>	<b>213</b>
<b>Apply Your Skills</b>	<b>217</b>
<b>Extend Your Skills</b>	<b>220</b>
<b>Critical Thinking</b>	<b>223</b>

**CHAPTER 8****Bond Amortization 225**

<b>PROJECT: City Music World</b>	<b>226</b>
Accounting Refresher: Bond Amortization Schedule	227
<b>Working with Financial Functions</b>	<b>228</b>
PMT Function	228
PV Function and FV Function	229
Financial Function Syntax	230
<b>Protecting Workbooks and Worksheets</b>	<b>233</b>
Protecting the Workbook Structure	233
Protecting the Worksheet Elements	234
<b>Protecting Individual Cells</b>	<b>236</b>
The Protection Tab of the Format Cells Dialog Box	236
Unlocking Cells in a Protected Worksheet To Lock or Not to Lock?	237
<b>Using Macros</b>	<b>238</b>
Security Levels	238
Recording Macros	239
Running Macros	241
Real-World Accounting: What Are the Benefits of Using Excel to Create a Bond Amortization Schedule?	242
<b>Self-Assessment</b>	<b>243</b>
<b>Reinforce Your Skills</b>	<b>245</b>
<b>Apply Your Skills</b>	<b>252</b>
<b>Extend Your Skills</b>	<b>256</b>
<b>Critical Thinking</b>	<b>258</b>

**CHAPTER 9****Financial Statement Analysis 259**

<b>PROJECT: City Music World</b>	<b>260</b>
Accounting Refresher: Financial Statement Analysis	261
<b>Creating Charts in Excel</b>	<b>262</b>
Choosing the Proper Data Source and Chart Type	263
Chart and Axis Titles	264
Chart Formatting Control	265
Moving, Sizing, and Deleting Charts	266
Changing the Chart Type and Source Data	267
Modifying and Formatting Chart Elements	268
<b>Working with Line and Pie Charts</b>	<b>270</b>
Exploding, Rotating, and Elevating Pie Slices	271
<b>Applying Chart Layouts and Styles and Creating Sparklines</b>	<b>272</b>
Sparklines	273
<b>Inserting and Modifying Cell Comments</b>	<b>275</b>
Inserting and Deleting Comments	275
Adding to and Formatting Comments	276
Real-World Accounting: What Are the Benefits of Using Excel to Perform a Financial Statement Analysis?	279
<b>Self-Assessment</b>	<b>280</b>
<b>Reinforce Your Skills</b>	<b>282</b>
<b>Apply Your Skills</b>	<b>288</b>
<b>Extend Your Skills</b>	<b>292</b>
<b>Critical Thinking</b>	<b>295</b>

**CHAPTER 10****Budgeting and Cost Analysis 297**

<b>PROJECT: City Music World</b>	<b>298</b>
Accounting Refresher: Budgeting and Cost Analysis	299
<b>Using Flexible Worksheet Views</b>	<b>300</b>
Freezing Rows and Columns	300
Splitting the Worksheet Window	300
Viewing Worksheets in Multiple Windows	301
<b>Printing Multipage Worksheets</b>	<b>305</b>
Sizing Options	305
<b>Setting Additional Printing Options</b>	<b>308</b>
Title Rows and Columns	308
Sheet Options	308
Managing Multiple Worksheets	309
<b>Using Data Analysis Tools</b>	<b>311</b>
Goal Seek	311
Solver	312
Real-World Accounting: What Are the Benefits of Using Excel to Complete Budgeting and Cost Analyses?	315
<b>Self-Assessment</b>	<b>316</b>
<b>Reinforce Your Skills</b>	<b>318</b>
<b>Apply Your Skills</b>	<b>325</b>
<b>Extend Your Skills</b>	<b>329</b>
<b>Critical Thinking</b>	<b>333</b>
<b>Self-Assessment Answer Key</b>	<b>335</b>
<b>Glossary</b>	<b>341</b>
<b>Index</b>	<b>345</b>