

Table of Contents

Preface	ix		
CHAPTER 1		CHAPTER 2	
The Accounting Equation and Recording Journal Entries	1	Financial Statements	31
PROJECT: City Music World	2	PROJECT: City Music World	32
Accounting Refresher: The Accounting Equation	3	Accounting Refresher: Financial Statements	33
Entering Data to Display the Accounting Equation	3	Modifying Columns and Rows	34
Data Types	4	Modifying Cells	34
Completing Cell Entries	4	Hiding Columns and Rows	35
Deleting and Replacing Entries	4	Managing Worksheets	38
Number Formats	4	Changing Vertical Alignment and Rotating Text	39
Decimals and Negative Numbers	5	Rotating Text	39
Formatting Changes	5	Using Alignment, Indent, and Text Control Options	41
Accounting Refresher: Recording Journal Entries	7	Aligning Entries	41
Using Cut, Copy, and Paste to Record Journal Entries	8	Indenting Cell Entries	42
Paste Options	9	Merging Cells	42
Moving and Copying Cells	9	Wrapping Text and Entering Line Breaks	42
Long Text Entries	10	Applying Borders and Fills	43
Modifying Column Width and Row Height	11	Borders	43
Using Undo and Redo	13	Fill Colors	44
Undoing Multiple Actions	14	Real-World Accounting: What Are the Benefits of Using Excel to Create Financial Statements?	49
Printing Worksheets	16	Self-Assessment	50
Print Preview	16	Reinforce Your Skills	52
Print the Full Worksheet	17	Apply Your Skills	58
Print Selections	17	Extend Your Skills	64
Orientation	18	Critical Thinking	66
Real-World Accounting: What Are the Benefits of Using Excel to Record Journal Entries?	20		
Self-Assessment	21		
Reinforce Your Skills	23		
Apply Your Skills	26		
Extend Your Skills	28		
Critical Thinking	30		

CHAPTER 3**Statement of Cash Flows 67**

PROJECT: City Music World	68
Accounting Refresher: Statement of Cash Flows	69
Working with Formulas	70
Cell and Range References	70
The Language of Excel Formulas	70
Using Cell References in Formulas	72
Relative Cell References	72
What-If Analysis	72
Modifying and Copying Formulas	73
Circular References	73
Copying Formulas	74
Using Excel's Find and Replace Commands	76
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
Self-Assessment	81
Reinforce Your Skills	83
Apply Your Skills	87
Extend Your Skills	91
Critical Thinking	92

CHAPTER 4**Inventory Costing and Analysis 93**

PROJECT: City Music World	94
Accounting Refresher: Inventory Costing Methods	95
Working with Functions	96
Using AutoSum to Create a SUM Formula	96
Status Bar Functions	97
Formula AutoComplete	97
Function Syntax	97
Insert Function	98
Using Functions to Format Text	99
LEFT, MID, and RIGHT to Extract Text	100
Flash Fill and the CONCAT Function	101
Applying Conditional Formatting	103

Creating PivotTables	105
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
Creating PivotCharts	111
Filtering PivotCharts	112
Real-World Accounting: What Are the Benefits of Using Excel to Examine and Analyze an Inventory Listing?	114
Self-Assessment	115
Reinforce Your Skills	117
Apply Your Skills	121
Extend Your Skills	125
Critical Thinking	127

CHAPTER 5**Bank Reconciliation 129**

PROJECT: City Music World	130
Accounting Refresher: Bank Reconciliations	131
Importing External Data	132
Importing Data with Copy and Paste	133
Importing Data with Drag and Drop	133
Importing Data from a Text File	133
Using the Format Painter and Quick Styles	136
Format Painter	136
Applying Quick Styles to Cells	137
Using Preset and Customized Conditional Formatting	139
Presets and Multiple Conditions	139
Conditional Formatting Rules	140
The Conditional Formatting Rules Manager	140
Creating and Formatting Headers and Footers	143
Real-World Accounting: What Are the Benefits of Using Excel to Create a Bank Reconciliation?	144
Self-Assessment	145
Reinforce Your Skills	147
Apply Your Skills	153
Extend Your Skills	157
Critical Thinking	159

CHAPTER 6**Depreciation Schedule 161**

PROJECT: City Music World	162
Accounting Refresher: Depreciation Expense	163
Working with Tables	165
Creating a Table	165
Converting a Range to a Table	165
Table Rows and Columns	166
Populating and Formatting a Table	167
Formatting a Table	168
Adding and Deleting Rows and Columns	169
Selecting Table Rows and Columns	169
Printing and Deleting a Table	170
Applying Depreciation Functions with Structured References	171
Structured References	172
Formulas with Structured References	173
Using Enhanced Sorting and Filtering	175
Sorts	175
Filters	176
Custom Filters	177
Using Quick Analysis	178
Real-World Accounting: What Are the Benefits of Using Excel to Populate a Depreciation Schedule?	179
Self-Assessment	180
Reinforce Your Skills	182
Apply Your Skills	187
Extend Your Skills	191
Critical Thinking	194

CHAPTER 7**Payroll Register 195**

PROJECT: City Music World	196
Accounting Refresher: Payroll Register	197
Creating Formulas with ROUND and IF Functions	199
ROUND Function	199
IF Function	199
How the IF Function Works	200
Using Nested IF Functions and Absolute/Mixed Cell References	203
Nested IF Function	203
Absolute Cell References	204
Mixed Cell References	205

Using VLOOKUP and HLOOKUP Functions	207
Lookup Function Syntax	207
Using Defined Names to Create a VLOOKUP Function	207
Ensuring Effective Worksheet Layout	211
Enhancing Worksheet Readability	211
Highlighting Key Headers and Data	212
Real-World Accounting: What Are the Benefits of Using Excel to Create a Payroll Register?	214
Self-Assessment	215
Reinforce Your Skills	217
Apply Your Skills	221
Extend Your Skills	224
Critical Thinking	227

CHAPTER 8**Bond Amortization 229**

PROJECT: City Music World	230
Accounting Refresher: Bond Amortization Schedule	231
Working with Financial Functions	232
PMT Function	232
PV Function and FV Function	233
Financial Function Syntax	234
Protecting Workbooks and Worksheets	237
Protecting the Workbook Structure	237
Protecting the Worksheet Elements	238
Protecting Individual Cells	240
The Protection Tab of the Format Cells Dialog Box	240
Unlocking Cells in a Protected Worksheet	241
To Lock or Not to Lock?	241
Using Macros	242
Security Levels	242
Recording Macros	243
Running Macros	245
Real-World Accounting: What Are the Benefits of Using Excel to Create a Bond Amortization Schedule?	246
Self-Assessment	247
Reinforce Your Skills	249
Apply Your Skills	256
Extend Your Skills	261
Critical Thinking	264

CHAPTER 9**Financial Statement Analysis 265**

PROJECT: City Music World	266
Accounting Refresher: Financial Statement Analysis	267
Creating Charts in Excel	268
Choosing the Proper Data Source and Chart Type	269
Chart and Axis Titles	270
Chart Formatting Control	271
Moving, Sizing, and Deleting Charts	272
Changing the Chart Type and Source Data	273
Modifying and Formatting Chart Elements	274
Working with Line and Pie Charts	276
Exploding, Rotating, and Elevating Pie Slices	277
Applying Chart Layouts and Styles and Creating Sparklines	278
Sparklines	279
Inserting and Modifying Cell Comments	281
Inserting and Deleting Comments	281
Adding to and Printing Comments	282
Real-World Accounting: What Are the Benefits of Using Excel to Perform a Financial Statement Analysis?	284
Self-Assessment	285
Reinforce Your Skills	287
Apply Your Skills	293
Extend Your Skills	297
Critical Thinking	300

CHAPTER 10**Budgeting and Cost Analysis 301**

PROJECT: City Music World	302
Accounting Refresher: Budgeting and Cost Analysis	303
Using Flexible Worksheet Views	304
Freezing Rows and Columns	304
Splitting the Worksheet Window	305
Viewing Worksheets in Multiple Windows	306
Printing Multipage Worksheets	309
Sizing Options	309
Setting Additional Printing Options	312
Title Rows, Title Columns, and Page Breaks	312
Sheet Options	313
Managing Multiple Worksheets	313
Using Data Analysis Tools	315
Goal Seek	315
Solver	316
Real-World Accounting: What Are the Benefits of Using Excel to Complete Budgeting and Cost Analyses?	319
Self-Assessment	320
Reinforce Your Skills	322
Apply Your Skills	329
Extend Your Skills	333
Critical Thinking	337
Self-Assessment Answer Key	339
Glossary	345
Index	349