



EXCEL 2010
CHAPTER 2: LAB 1

ACCOUNTS RECEIVABLE BALANCE WORKSHEET

SKILLS

- Save a workbook with a new name
- Apply a theme to a worksheet
- Enter text in cells
- Apply styles
- Change the font size
- Merge cells and center their content
- Change fill color
- Change the font color
- Add borders
- Modify column width
- Modify row height
- Center cell content
- Apply bold
- Wrap text
- Enter numbers in cells
- Enter formulas
- Fill adjacent cells with formulas
- Copy cell contents
- Create formulas using the SUM function
- Create formulas using the MAX function
- Create formulas using the MIN function
- Create formulas using the AVERAGE function
- Apply number formats
- Apply conditional formatting to a range of cells
- Rename a worksheet
- Format worksheet tabs

PROJECT OVERVIEW

You are a part-time assistant in the accounting department at Aficionado Guitar Parts, a Chicago-based supplier of custom guitar parts. You have been asked to use Excel to generate a report that summarizes the monthly accounts receivable balance.

INSTRUCTIONS

1. Open a new Excel file. Save as Aficionado Guitar Parts.
2. Apply the Trek theme to the workbook.
3. Enter the worksheet title Aficionado Guitar Parts in cell A1 and the worksheet subtitle Monthly Accounts Receivable Balance Report in cell A2.
4. Apply the Title cell style to cells A1 and A2. Change the font size in cell A1 to 28 points. Merge and center the worksheet title across range A1:G1. Merge and center the worksheet subtitle across the range A2:G2. Change the background fill color of cells A1 and A2 to the standard color Red. Change the font color of cells A1 and A2 to White. Draw a Thick Box Border around the range A1:G2.
5. Change the width of column A to 20.00 points. Change the widths of columns B through G to 12.00 points. Change the height of row 3 to 36.00 points and the height of row 12 to 30.00 points.
6. Enter the column titles in the range A3:G3 and row titles in the range A11:A14 as specified in Table 1.

TABLE 1 Column and Row Titles

Cell	Data
A3	Customer
B3	Beginning Balance
C3	Credits
D3	Payments
E3	Purchases
F3	Service Charge
G3	New Balance
A11	Totals
A12	Highest
A13	Lowest
A14	Average

7. Center the column titles in the range A3:G3. Apply the **Heading 3** cell style to the range A3:G3. Apply the **Total** cell style to the range A11:G11. Bold the titles in the range A12:A14. Change the font size in the range A3:G14 to 12 points. Apply **Wrap Text** to cells B3 and F3.

8. Enter the data in Table 2 in the range A4:E10

TABLE 2 Customer Data

Customer	Beginning Balance	Credits	Payments	Purchases
Cervantes, Katriel	803.01	56.92	277.02	207.94
Cummings, Trenton	285.05	87.41	182.11	218.22
Danielsson, Oliver	411.45	79.33	180.09	364.02
Kalinowski, Jadwiga	438.37	60.90	331.10	190.39
Lanctot, Royce	378.81	48.55	126.15	211.38
Raglow, Dora	710.99	55.62	231.37	274.71
Tuan, Lin	318.86	85.01	129.67	332.89

9. Use the following formula in cell F4 to determine the service charge for the first customer. Copy the formula to the range F5:F10 to calculate the service charge for the remaining customers:

- Service Charge (cell F4) = 3.25% * (Beginning Balance – Payments – Credits)

Note: When entering the above formula into cell F4, replace the phrases (i.e., Beginning Balance) with the corresponding cell addresses (i.e., B4) for the cells containing that data.

10. Use the following formula in cell G4 to determine the new balance for the first customer. Copy the formula to the range G5:G10 to calculate the new balances for the remaining customers.

- New Balance (cell G4) = Beginning Balance + Purchases – Credits – Payments + Service Charge

Note: When entering the above formula into cell G4, replace the phrases (i.e., Beginning Balance) with the corresponding cell addresses (i.e., B4) for the cells containing that data.

11. Use a formula or function in cells B11:G11 to determine the column totals.

12. Use the **MAX**, **MIN**, and **AVERAGE** functions in cells B12:B14 to determine the highest, lowest, and average values for the range B4:B10, and then copy the range B12:B14 to C12:G14.

13. Assign the number format **Currency** to ranges B4:G4 and B11:G14.

14. Assign the number format **Number** to the range B5:G10.

15. Use conditional formatting to change the formatting to **White** font color on a standard **Red** background color in any cell in the range F4:F10 that contains a value greater than 10.
16. Change the worksheet name from Sheet1 to **Accounts Receivable** and the sheet tab color to the standard **Red** color.

Your worksheet should look like the Final Figure below.

Save your changes, close the workbook and exit Excel. Email to your teacher with subject line: **Excel Ch 2 Lab**.

FINAL FIGURE

The screenshot shows an Excel spreadsheet with the following data:

Customer	Beginning Balance	Credits	Payments	Purchases	Service Charge	New Balance
Cervantes, Katriel	\$803.01	\$56.92	\$277.02	\$207.94	\$15.24	\$692.25
Cummings, Trenton	285.05	87.41	182.11	218.22	0.50	234.25
Danielsson, Oliver	411.45	79.33	180.09	364.02	4.94	520.99
Kalinowski, Jadwiga	438.37	60.90	331.10	190.39	1.51	238.27
Lanctot, Royce	378.81	48.55	126.15	211.38	6.63	422.12
Raglow, Dora	710.99	55.62	231.37	274.71	13.78	712.49
Tuan, Lin	318.86	85.01	129.67	332.89	3.39	440.46
Totals	\$3,346.54	\$473.74	\$1,457.51	\$1,799.55	\$46.00	\$3,260.84
Highest	\$803.01	\$87.41	\$331.10	\$364.02	\$15.24	\$712.49
Lowest	\$285.05	\$48.55	\$126.15	\$190.39	\$0.50	\$234.25
Average	\$478.08	\$67.68	\$208.22	\$257.08	\$6.57	\$465.83

Grading Rubric – Excel 2010

Chapter 2 LAB

Aficionado Guitar Parts

Name: _____

Description:	Pts	Your Score
Rename sheet 1 “ Accounts Receivable ”/ sheet tab color to Red Theme=Trek	3	
Column titles in the range A3:G3 and row titles in the range A11:A14 Center the column titles in the range A3:G3. Apply the Heading 3 cell style to the range A3:G3. Apply the Total cell style to the range A11:G11. Bold the titles in the range A12:A14. Change the font size in the range A3:G14 to 12 points. Apply Wrap Text to cells B3 and F3.	5	
Titles: 28pt font; merge & center + red background/white fonts + add thick border +cell style: Title	5	
Assign the number format Currency to ranges B4:G4 and B11:G14 Assign the number format Number to the range B5:G10	4	
In cells F4:F10, apply conditional formatting - White font color on Red background color in any cell that contains a value greater than 10	3	
Service Charge (cell F4) contains formula = 3.25% * (Beginning Balance – Payments – Credits)	5	
New Balance (cell G4) contains formula = Beginning Balance + Purchases – Credits – Payments + Service Charge	5	
Auto SUM cells B11:G11 to determine the column totals	3	
MAX, MIN, and AVERAGE functions in B12:B14, copied to range C12:G14	10	
Change width of column A to 20pt/columns B-G 12pt/row height of 3(36)& 12(30)	2	
Email to teacher <i>on time</i> –do NOT PRINT	2	
Error-free	3	
TOTAL POSSIBLE POINTS:	50	

YOUR SCORE: _____/50