

Lesson 16: Accounts Payable PROJECT E-9

Instructions to MS Excel Specialist

1.	Using Microsoft Excel open in a new blank workbook.
2.	Save document as 16 E9 Accounts Payable the Excel Folder in the CompApps Folder.
3.	Key in the data into the spreadsheet as it appears in Example on Spreadsheet E-9 , pictured on back. Unless otherwise noted, the font should be set to Arial and size 10 point. Any text in all caps, should appear in all caps (Use the Caps Lock key) – see rows 5 & 6 in the starter document.
4.	Format Cell A1 16 point bold and Format Cell A2 as 14 point bold.
5.	Format rows 5 and 6 as bold. Be sure you key in all titles as All Caps using Caps Lock.
6.	Format the width of column A to 30 and set it to left-align.
7.	Format the width of column B to 15 and set it to right-align.
8.	Format column B displaying 2 decimal places. How? Highlight column B, right click the selected column and choose Format Cells. In the Category menu click Number. Confirm 2 decimal places has been set, click OK.
9.	Format the width of column C to 15 and center-align the data.
10.	Format cells C8-C33 as percentages displaying 0 decimal places. How? Highlight cells C8-C33, right click the selected cells, choose Format Cells. In the Category menu click on Percentage. Confirm 0 decimal places has been set, click OK.
11.	Format the width of columns D – G to 15 and right-align.
12.	Format cells D8 – D33 as numbers displaying 2 decimal places. How? Highlight cells D8 – D33, right click the selected column and choose Format Cells. In the Category menu click Number. Confirm 2 decimal places has been set, click OK. (Same as step 8).
13.	Enter a formula in cell D8 that will compute the PURCHASE DISCOUNT which is = B8 * C8
14.	Enter a formula in cell E8 that will compute the SUBTOTAL which is = B8 - D8
15.	Enter a formula in cell F8 that will compute the MASS SALES TAX which is = E8 * 6.25%
16.	Enter a formula in cell G8 that will computer the AMOUNT OWED which is = E8 + F8
17.	Use the AutoFill Function to copy the formulas in columns D through G down for the remaining companies. (Ask for help, if need).
18.	Enter a formula in cell B35 that will computer the TOTAL for column B, use = SUM(B8:B33).
19.	Enter a formula in cell B36 that will computer the AVERAGE for column B, use = AVERAGE(B8:B33).
20.	Enter a formula in cell B37 that will computer the MAXIMUM for column B, use = MAX(B8:B33).
21.	Enter a formula in cell B38 that will computer the MINIMUM for column B, use = MIN(B8:B33).
22.	Copy the formulas from cells B35 – B38 and paste them in cells D-35-D38, E35-E38, F35-F38 & G35 – G38. (Ask for help, if need).
23.	Bold rows 35 – 38 and be sure the text appears in ALL CAPS. (Use Caps Lock).
24.	In cell A40 type your first and last name, in cell A41 type the day and period of this class and in cell 42 type today's calendar date.
25.	Carefully proofread your work for accuracy. Ask a classmate to proof your work. Re-save.

Spreadsheet E-9

	A	B	C	D	E	F	G
1	Lawn Enforcement						
2	Accounts Payable						
3							
4							
5		AMOUNT	%	PURCHASE			AMOUNT
6	COMPANY	OWED	DISCOUNT	DISCOUNT	SUBTOTAL	SALES TAX	OWED
7							
8	Frank's Gardens	445	0.03	<formula>	<formula>	<formula>	<formula>
9	Horticultural Tool & Supply	875	0.04				
10	Home Depot	625	0.05				
11	Lowe's	845	0.03				
12	Walmart	753	0.02				
13	Organic Plant Health	126	0.04				
14	Plantmeds	523	0.05				
15	Ace Hardware	542	0.06				
16	Gardens Alive	521	0.02				
17	Scotts	684	0.03				
18	Blue Bird Hardware	375	0.05				
19	Peaceful Ponds	1257	0.07				
20	Gemplers	157	0.04				
21	Target	460	0.03				
22	Lesco	587	0.04				
23	Earth Materials	456	0.02				
24	Planet Natural	879	0.04				
25	Extremely Green	575	0.05				
26	Rayfield Hardware	250	0.05				
27	Neeps	982	0.04				
28	Mowers Direct	1740	0.04				
29	Jack's Small Engines	687	0.05				
30	John Deere	575	0.04				
31	Lawn Mower Pros	442	0.05				
32	Sears	542	0.04				
33	Green Scene	214	0.04	↓	↓	↓	↓
34							
35	TOTALS	<formula>		<formula>	<formula>	<formula>	<formula>
36	AVERAGE	<formula>		<formula>	<formula>	<formula>	<formula>
37	MAXIMUM	<formula>		<formula>	<formula>	<formula>	<formula>
38	MINIMUM	<formula>		<formula>	<formula>	<formula>	<formula>