

Spreadsheet Guide

Step-By-Step Instructions

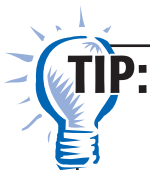
Reinforcement Calculating and Recording Depreciation Expense Problem 23A

Complete the Spreadsheet

- Step 1** Read the instructions for Problem 23A in your textbook. This problem involves preparing a depreciation schedule.
- Step 2** Launch the Spreadsheet Problem.

PROBLEM 23A CALCULATING AND RECORDING DEPRECIATION EXPENSE				
(name)				
(date)				
Date	Cost	Annual Depreciation	Accumulated Depreciation	Book Value
Oct. 12, 2009	AMOUNT			AMOUNT
Dec. 31, 2009		\$0	\$0	\$0
Dec. 31, 2010		\$0	\$0	\$0
Dec. 31, 2011		\$0	\$0	\$0
Dec. 31, 2012		\$0	\$0	AMOUNT

- Step 3** Type your name and today's date in the cells containing the *(name)* and *(date)* placeholders.
- Step 4** Type the cost, original book value, and salvage value of the delivery truck in the cells containing the AMOUNT placeholders. The annual depreciation, accumulated depreciation, and book value for each year will be automatically computed.
- Step 5** Save the spreadsheet using the **Save** option from the **File** menu. You should accept the default location for the save as this is handled by the management system.
- Step 6** Print the completed spreadsheet.
- Step 7** Exit the spreadsheet program.
- Step 8** In the Close Options window, select the location where you would like to save your work.
- Step 9** Complete the Analyze activity from your textbook for this problem.



TIP:

If your spreadsheet is too wide to fit on an 8½-inch wide piece of paper, you can change your print settings to print the work sheet *landscape*.



Always save your work before performing What-If Analysis. It is not necessary to save your work after performing What-If Analysis unless your teacher instructs you to do so.

What-If Analysis

If the salvage value were \$1,500, what would the annual depreciation for each year be?
