

# Spreadsheet Guide

## Step-by-Step Instructions

### Problem 8-8 Completing the Work Sheet

#### Complete the Spreadsheet

- Step 1** Read the instructions for Problem 8-8 in your textbook. This problem involves completing a six-column work sheet for Job Connect.
- Step 2** Launch the Spreadsheet Problem.

PROBLEM 8-8  
COMPLETING THE WORK SHEET

(name)  
(date)

JOB CONNECT  
WORK SHEET  
FOR THE MONTH ENDED MAY 31, 20--

ACCOUNT NUMBER	ACCOUNT NAME	TRIAL BALANCE		INCOME STATEMENT		BALANCE SHEET	
		DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
101	Cash in Bank	18,972.00				18,972.00	
105	Accounts Receivable - CompuRite Systems	765.00				765.00	
110	Accounts Receivable - Marquez Manufacturing	AMOUNT				908.00	
113	Accounts Receivable - Roaring Rivers Water Park	1,268.00				AMOUNT	
115	Accounts Receivable - Melanie Spencer	AMOUNT				86.00	
120	Training Class Supplies	AMOUNT				413.00	
125	Office Supplies	3,061.00				AMOUNT	
130	Office Equipment	4,719.00				AMOUNT	
135	Office Furniture	AMOUNT				19,960.00	
140	Computer Equipment	9,382.00				AMOUNT	
201	Accounts Payable - Micro Solutions, Inc.		AMOUNT				3,019.00
205	Accounts Payable - Vega Internet Services		AMOUNT				8,397.00
207	Accounts Payable - Wildwood Furniture		AMOUNT				5,284.00
301	Richard Tang, Capital		AMOUNT				41,500.00
302	Richard Tang, Withdrawals	1,500.00				AMOUNT	
303	Income Summary	----	----	----	----		
401	Placement Fees Revenue		3,385.00		AMOUNT		
405	Technology Classes Revenue		7,600.00		7,600.00		
501	Advertising Expense	2,174.00		2,174.00			
505	Maintenance Expense	AMOUNT		1,385.00			
510	Miscellaneous Expense	AMOUNT		206.00			
520	Rent Expense	4,100.00		AMOUNT			
530	Utilities Expense	286.00		286.00			
		<u>46,227.00</u>	<u>10,985.00</u>	4,051.00	7,600.00	41,104.00	58,200.00
	Net Income			<u>3,549.00</u>			<u>3,549.00</u>
				<u>7,600.00</u>	<u>7,600.00</u>	<u>41,104.00</u>	<u>61,749.00</u>

- Step 3** Type your name and today's date in the cells containing the *(name)* and *(date)* placeholders.
- Step 4** The work sheet for Job Connect is given in the spreadsheet template. However, several amounts are missing from various columns. Calculate the missing amounts and type them in the cells containing the AMOUNT placeholders. For example, the first amount missing is the Trial Balance debit amount for Accounts Receivable—Marquez Manufacturing. By looking in the Balance Sheet debit column, you can see this amount is \$908.00. Type **908** in cell C16. Remember, it is not necessary to type a dollar sign or the decimal point and ending zeroes.

Name

Date

Class

- 
- Step 5** Type the remaining missing amounts into the work sheet. Notice that the template recalculates the column totals and the net income for Job Connect as you type the missing amounts.
- Step 6** Save the spreadsheet using the **Save** option from the **File** menu. You should accept the default location of the save as this is handled by the management system.
- Step 7** Print the completed spreadsheet.
- Step 8** Exit the spreadsheet program.
- Step 9** In the Close Options window, select the location where you would like to save your work.
- Step 10** Complete the Analyze activity from your textbook for this problem.