



Time Spent on Task

60  
minutes

## Create the Spreadsheet

### SKILLS CHECK

The Balance column will contain the formula to calculate the amount spent from the \$10,000 deposit. If you're unsure about how to use formulas, use your software's Help feature and your word processor to write the steps for creating formulas.

1. Design your spreadsheet using the one shown in Figure 2-1 as a model.
2. Begin each month with a \$10,000 deposit.
3. End each month with money left in the account. You'll put this money toward your college fund. The goal is to put most of the money in the college fund.
4. Continue adding items to the spreadsheet until you've completed 12 months of data. You must end up with at least \$2,500 in your account at the end of each month.
5. Save the spreadsheet.

	A	B	C	D	E	F	G
1	GREGOR'S BANK RECORD						
2							
3	DATE	DESCRIPTION	DEPOSITS	EXPENSES	BALANCE		
4	9/1/2001	WINNINGS--FIRST MONTH	10000		10000		
5	9/4/2001	Snow skis for brother		500	9500		
6	9/7/2001	Snow skis for me		600	8900		
7	9/10/2001	Gift for teacher		5	8895		
8	9/13/2001	New TV for big sister		500	8395		
9	9/16/2001	Humane Society of US		1000	7395		
10	9/19/2001	One T-shirt for little brother		9	7386		
11	9/22/2001	New tools for mom and dad		350	7036		
12	9/25/2001	Motorized scooter		2500	4536	**to my college fund	

Figure 2-1 Bank record