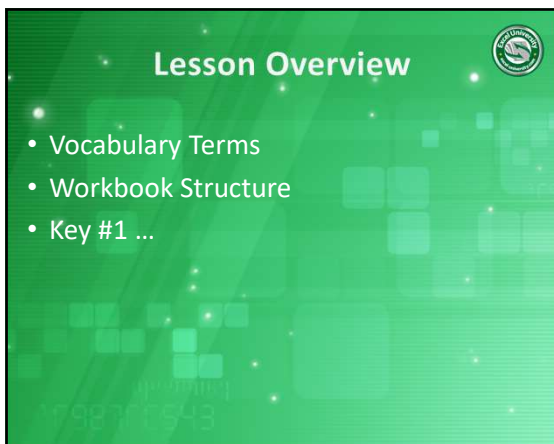




1



2



3



Key 1: Flexible

- Excel supports the work of millions
 - People use it for many things
 - A few examples ...

4

Tasks and Calendars

	A	B
1	Task	Status
2	Bank reconciliation	Complete
3	Schedule staff meeting	Open
4	Employee reviews	Complete
5	Review AR Aging	Open
6	Prepare presentation	Open

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4


5

Bank Reconciliation

Check	Per Book	Per Bank	Cleared	Alert
1001	1,686	1,686	✓	○
1002	7,088	0	✗	○
1003	7,340	7,340	✓	○
1004	6,374	6,374	✓	○
1005	2,544	2,534	✓	●
1006	9,218	9,218	✓	○
1007	6,791	0	✗	○
1008	9,656	9,657	✓	●
1009	5,040	0	✗	○
1010	9,197	0	✗	○
1011	3,346	3,346	✓	○

6

Budgeting



Name	Account	Method	Budget Year				
			Q1	Q2	Q3	Q4	Total
5000	Hourly Wages	Manual	15,630	15,630	27,430	27,430	86,120
5021	Salary	Manual	31,750	46,750	46,750	46,750	172,000
5022	Overhead	Manual	10,276	13,276	14,836	14,836	53,224
5030	Office supplies	Spread PY	5,532	5,532	5,532	5,532	22,127
5040	Marketing	Spread PY	4,925	4,925	4,925	4,925	19,698
5041	Trade shows	Spread PY	2,722	2,722	2,722	2,722	10,888
5052	Postage	Spread PY	5,304	5,304	5,304	5,304	21,215
5053	Telephone	Spread PY	6,580	6,580	6,580	6,580	26,329
5054	Internet	Spread PY	5,409	5,409	5,409	5,409	21,634
5055	Travel	Spread PY	1,407	1,407	1,407	1,407	5,627
5056	Meals	Spread PY	4,894	4,894	4,894	4,894	19,575
5057	Entertainment	Spread PY	3,920	3,920	3,920	3,920	15,679
Total			102,346	120,346	129,706	129,706	482,104

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Depreciation




Asset	Cost	Life (mos)	In Service	Alert	Jan	Feb	Mar
Automobile	1,000	60	1/1/2017	●	16.67	16.67	16.67
Table	1,200	48	2/1/2017	●	0.00	25.00	25.00
Computer	1,500	36	3/1/2017	●	0.00	0.00	41.67
Server	2,500	36	4/1/2017	●	0.00	0.00	0.00
Scanner	3,600	36	5/1/2017	●	0.00	0.00	0.00
Total	9,800				16.67	41.67	83.33

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Comparing Loans



Item	Loan 1	Loan 2	Loan 3
Rate	4%	5%	6%
Months	180	360	360
Payment	740	537	600
Total principal	100,000	100,000	100,000
Total interest	32,701	92,454	114,764
Total payments	132,701	192,454	214,764



Item	Loan 1	Loan 2	Loan 3
Total principal	100,000	100,000	100,000
Total interest	32,701	92,454	114,764
Total payments	132,701	192,454	214,764

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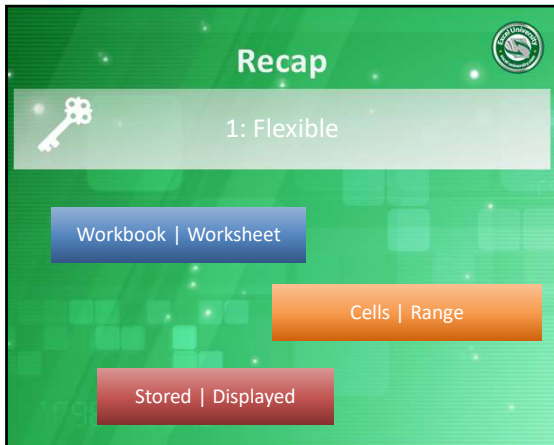


Key 1: Flexible

- Excel supports many users and projects
 - Big place
 - Can feel overwhelming, intimidating
 - Many ways to accomplish any task
 - Not locked into one way
 - Early: focus on just getting it done
 - Some ways faster than others
 - Efficiency
 - Creativity

Lesson 1.xlsx *Feel free to work along
Pause video as desired*

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Recap

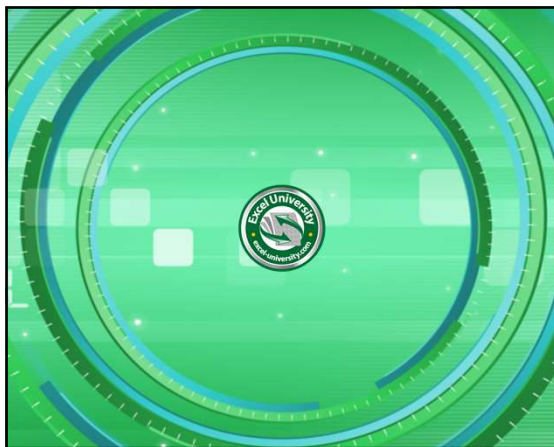
1: Flexible

Workbook | Worksheet

Cells | Range

Stored | Displayed

20



21
