

Excel Assignment #4

Using "If" Statements

Directions: Today we are going to use excel to go through a checkbook register to find out if a check we write will clear or not. Pay close attention to the steps listed here.

1. Use Excel to type in the following information:

Check Number	Check Amount	Check Balance	Funds Available?
		1023.55	
101	-25		
102	-20		
103	-400		
104	-26.23		
105	-68.75		
106	-115.44		
107	-22.47		
108	-60		
109	-300		
Deposit	1800		
110	-85.87		
111	-167.56		
112	-23.12		
113	-78.89		
114	-400		
115	-68.75		
116	-98.75		
117	-25		
118	-34.23		

2. You will need a formula to subtract each check from the balance. (You should only have to put in the formula one time, then copy it down for the rest of the numbers)
3. You now need to put in an "IF" statement to see if the check will clear the account or not. The question we are asking is if the funds are available or not. Your statement should look like this:
=IF(C5>0, "YES", "NO") (C5 is the cell you have for the balance in that row- it may not be C5 on yours)
You should only have to type this statement in one time. You then just copy it down the rest of the column.
4. To check your work, you should only have one "NO" statement and an ending balance of \$803.49.
5. Format numbers to currency.
6. Make sure you add a header, save as "Excel #4", print, and hand in.