

# Excel Practice

## Part 1

**Directions:** Careless Cal is having trouble keeping track of his checkbook balance. You need to enter the information into an excel spreadsheet to help him out. You will then need to do an "If" statement to see if each check will clear. This is the statement you should make: **=IF(C3>0,"Yes","No")**. Make sure you format your **numbers** to a **currency format**. Don't forget to add a header with **Date, Name, and Hour**.

Check #	Amount	Balance
		500
501	-55.56	
502	-30	
503	-125	
Deposit	300	
504	-275	
505	-68.72	
506	-124.83	
507	-56.33	
508	-80	
Deposit	1000	
509	-86.54	
510	-10	
Deposit	-323.76	
511	-5	

\* **Remember:** Balance=Previous Balance + Amount

## Part 2

Directions: Place the information listed in the table on Excel. Then make an appropriate **bar graph** using this information.

Team	Wins
Cardinals	97
Pirates	94
Reds	90
Brewers	74
Cubs	66

\* Both parts should fit to one sheet. Check your answers on the website when finished.