

8th Grade Excel Assignment

Accounting: Working with a Balance Sheet

Assets = Liabilities + Owner's Equity

You are going to create a balance sheet for Mel's Deli. The basic accounting equation is listed above. Assets are the things of value that you own. Liabilities are accounts that you owe on and owner's equity is how much you are worth in the business. Do not worry about what these terms mean right now. This assignment is to help you understand how we can use different worksheets to accomplish a task.

Here is what you will need to do to complete the assignment:

- 1) Make four different worksheets. (Assets, Liabilities, Owner's Equity, and Equation)
- 2) Give each of the four worksheet tabs a different color.
- 3) Here is what will go on each sheet:

Assets Food Supplies 5,000 Restaurant Supplies 10,000 Office Supplies 2,000 Cash 3,500 Accounts Receivable 1,500 Total Assets	Liabilities Bob's, A-P 4,000 Bill's, A-P 1,000 Total Liabilities	Owners Equity Capital, 17,000	Equation Assets = Liab. + OE
--	---	--	--

- 4) Now you will need to find the Total Assets and Total Liabilities.
- 5) Change the formatting of your numbers so they have a dollar sign and two decimal places.
- 6) Now you will need to make sure your accounting equation is intact. Do not just type the numbers in here. You need to get the numbers from the other sheets.
- 7) Once you have your equation working properly, put a header on the last worksheet (Equation) and you will do two prints. One regular and one showing the formulas. To do this, click on the "Formulas" tab at the top and then click on the "Show Formulas" Option. Change your orientation to landscape if this does not fit to one page. Staple the two printouts together and hand in.

