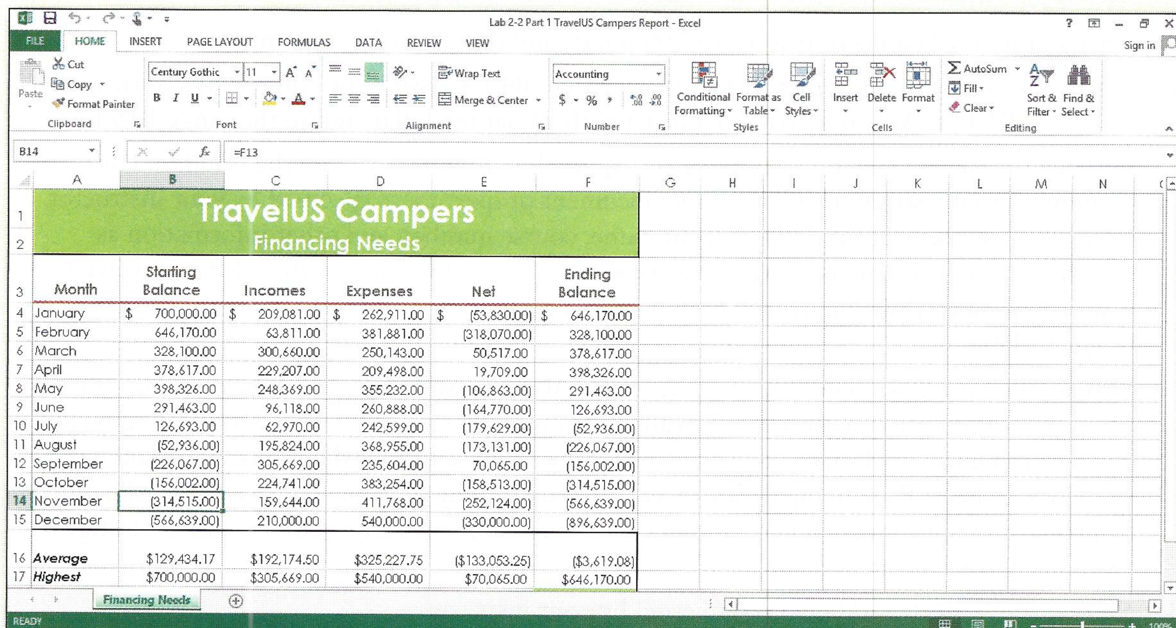
Lab 2: Sales Summary Worksheet

Problem: You have been asked to build a worksheet for a start-up company, TravelUS Campers, that analyzes the financing needs for the company's first year in business. The company plans to begin operations in January with an initial investment of $700,000.00. The expected revenue and costs for the company's first year are shown in Table 2–7. The desired worksheet is shown in Figure 2–74. The initial investment is shown as the starting balance for January (cell B4). The amount of financing required by the company is shown as the lowest ending balance (cell F18).

Instructions Part 1: Perform the following tasks to build the worksheet shown in Figure 2–74.

Table 2–7 TravelUS Campers Financing Needs Data

Month	Incomes	Expenses
January	209081	262911
February	63811	381881
March	300660	250143
April	229207	209498
May	248369	355232
June	96118	260888
July	62970	242599
August	195824	368955
September	305669	235604
October	224741	383254
November	159644	411768
December	210000	540000



TravelUS Campers
Financing Needs

Month	Starting Balance	Incomes	Expenses	Net	Ending Balance
January	$ 700,000.00	$ 209,081.00	$ 262,911.00	$ (53,830.00)	$ 646,170.00
February	646,170.00	63,811.00	381,881.00	(318,070.00)	328,100.00
March	328,100.00	300,660.00	250,143.00	50,517.00	378,617.00
April	378,617.00	229,207.00	209,498.00	19,709.00	398,326.00
May	398,326.00	248,369.00	355,232.00	(106,863.00)	291,463.00
June	291,463.00	96,118.00	260,888.00	(164,770.00)	126,693.00
July	126,693.00	62,970.00	242,599.00	(179,629.00)	(52,936.00)
August	(52,936.00)	195,824.00	368,955.00	(173,131.00)	(226,067.00)
September	(226,067.00)	305,669.00	235,604.00	70,065.00	(156,002.00)
October	(156,002.00)	224,741.00	383,254.00	(158,513.00)	(314,515.00)
November	(314,515.00)	159,644.00	411,768.00	(252,124.00)	(566,639.00)
December	(566,639.00)	210,000.00	540,000.00	(330,000.00)	(896,639.00)
Average	$129,434.17	$192,174.50	$325,227.75	($133,053.25)	($3,619.08)
Highest	$700,000.00	$305,669.00	$540,000.00	$70,065.00	$646,170.00

Figure 2–74

1. Run Excel. Apply the Wisp theme to a new workbook.
2. Increase the width of column A to 12.00 and the width of columns B through F to 14.50.
3. Enter the worksheet title **TravelUS Campers** in cell A1 and the worksheet subtitle **Financing Needs** in cell A2. Enter the column titles in row 3, as shown in Figure 2–74. In row 3, use ALT+ENTER to start a new line in a cell.
4. Enter the financing needs data described in Table 2–7 in columns A, C, and D in rows 4 through 15. Enter the initial starting balance (cell B4) of 700000.00. Enter the row titles in the range A16:A18, as shown in Figure 2–74.
5. For the months of February through December, the starting balance is equal to the previous month's ending balance. Obtain the starting balance for February by setting the starting balance of February to the ending balance of January. Use a cell reference rather than typing in the data. Copy the formula for February to the remaining months.

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