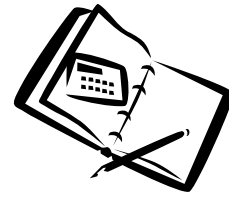


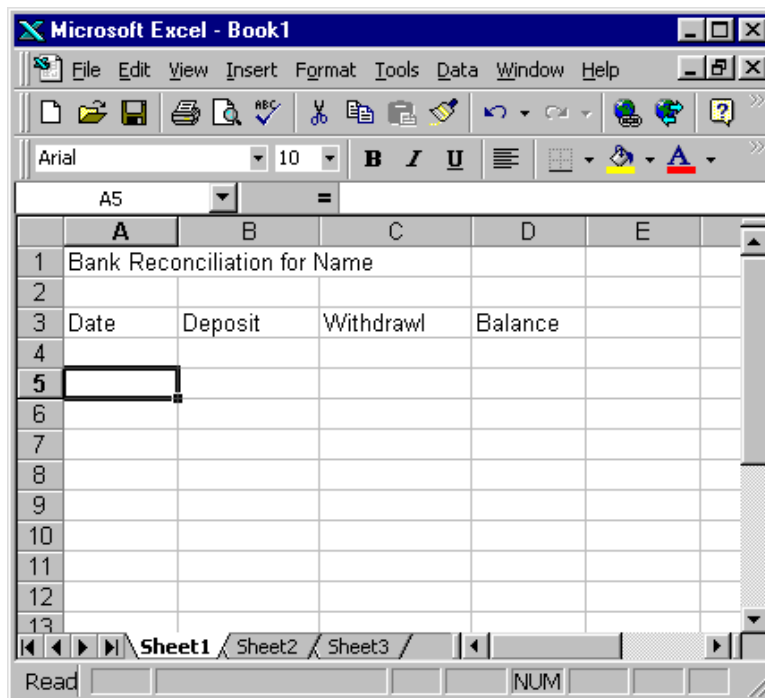
How to Build a Spreadsheet From Scratch



These steps are a good guideline for creating any spreadsheet:

- 1) Place the Labels on the sheet
- 2) Enter sample data
- 3) Put the formulas on the sheet (check the results)
- 4) Enter real data
- 5) Lastly, format the sheet, save it and print it.

As an Example Build Simple Bank Account Reconciliation Sheet:



1. Enter Labels as above
2. in D4 enter an open balance
3. in A5 enter a date
4. in B5 & C5 enter some transaction values
5. in D5 enter a formula that takes the previous balance adds any deposits and subtracts any withdraws for the current date
[=d4+B5-c5]
6. you can copy the formula down using autofill
7. enter real data
8. format the sheet!