

Intro To Computers Excel #2 – Halley Foods

Objective: Finish the annual financial report for Halley Foods of Norman, Oklahoma

Note: Items typed in **bold** are what you are to enter into the spreadsheet.

1. In your *Intro to Computers* folder, create a folder titled *first_last_excel_2* using your first and last name.
2. Download the *excel_2.zip* file from <http://www.missblomeyer.com>. Copy *Halley.xlsx* and put it in your *first_last_excel_2* folder.
3. Open *Halley.xlsx* and make the following changes:
 - a. Rename Sheet1 to **Balance Sheet**, and then delete *Sheet2* and *Sheet3*.
 - b. Insert three new rows at the top of the sheet, and then enter the following text on four lines all in cell A1:

Halley Foods
Balance Sheet
As of December 31
For the Years 2007-2009
 - c. Change the width of column A to 30 characters, the width of column B to 20 characters, and the width of column C to 26 characters. Autofit the height of row 1.
 - d. Enter the assets and liability values shown in the table below. Be careful! There are rows in the spreadsheet that do not appear in the table:

		2009	2008	2007
Current Assets	Cash and equivalents	796	589	423
	Short-term investments	1194	1029	738
	Accounts receivable	1283	1151	847
	Net inventories	683	563	463
	Deferred taxes	510	366	332
	Other current assets	162	137	103
Other Assets	Investments	7077	5811	4330
	Restricted investments	910	797	681
	Property and equipment	779	696	420
	Other assets	1178	484	485
Current Liabilities	Accounts payable	350	293	182
	Income taxes payable	608	442	342
	Accrued payroll	661	564	384
	Other accrued liabilities	1397	1250	775
Minority Interest		44	43	36
Shareholders Equity	Preferred and common stock	5557	4821	3515
	Retained earnings	5666	4007	3401
	Other comprehensive income	289	203	187

- e. Calculate the total current assets, other assets, current liabilities and shareholder's equity in the ranges D11:F11, D17:F17, D25:F25, and D33:F33. Use AutoSum or the SUM function.
 - f. Insert a formula in the range D19:F19 to calculate the total assets (current plus other) for each year.
 - g. Insert a formula in the range D36:F36 to calculate the total liabilities and shareholders' equity by summing the total current liabilities, the minority interest and the total shareholders' equity for each year.
 - h. Use the spell checker to find and fix any spelling errors. Ignore the spelling of Halley.
 - i. Change the zoom level to 70% in normal view to view the entire contents of the sheet in the workbook window.
 - j. View the worksheet in Page Layout view and then scale the width to fit on one page.
 - k. Put the cursor in cell A1, and then save your workbook and exit out of Excel.
4. Zip up your *first_last_excel_2* folder. Turn in your *first_last_excel_2.zip* file.