

## Setting up a Business Spreadsheet in Microsoft Excel 2003



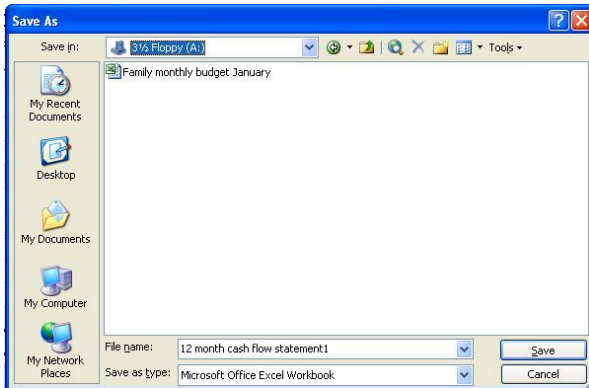
- ❖ Please note: This help sheet was created specifically for Microsoft® Office Excel 2003.
- ❖ Double-click the Microsoft® Office Excel icon to start the program.

- ❖ Click on File, New to display the New Workbook task pane.
- ❖ In the Search online for: text box, type **business spreadsheet**
- ❖ Click on Go. Microsoft will display a list of templates.
- ❖ Click on one of the business spreadsheets, such as, 12 Month Cash Flow Statement.
- ❖ Click on Download. It may take a minute for the template to display.

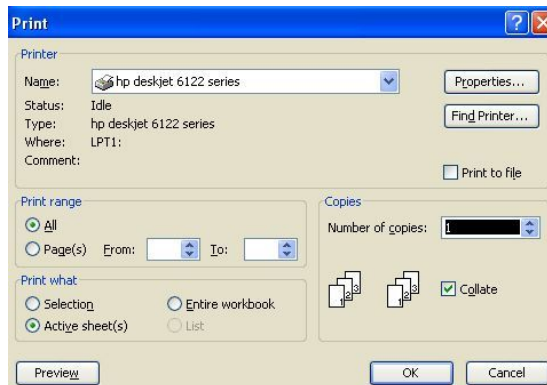
Microsoft Excel - 12 month cash flow statement1

	A	B	C	D	E
1	Twelve-month cash flow				
2					
3					
4			Pre-Startup EST	Jan-05	Feb
5	Cash on Hand (beginning of month)			0	
6	<b>CASH RECEIPTS</b>				
7	<b>CASH RECEIPTS</b>				
8	Cash Sales				
9	Collections fm CR accounts				
10	Loan/ other cash inj.				
11	<b>TOTAL CASH RECEIPTS</b>		0	0	
12	<b>Total Cash Available (before cash out)</b>		0	0	

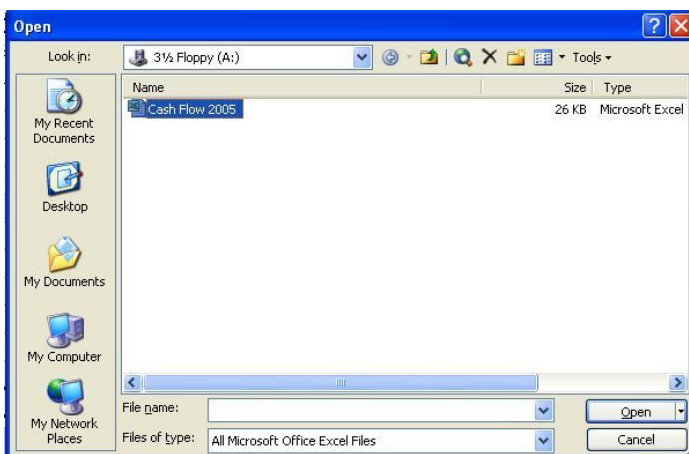
- ❖ Excel spreadsheets consist of cells, such as C5, where you will type the estimated amount of cash you have on hand at the start of the tax year. To change the value, click in the C5 cell.
- ❖ Type the amount of cash your business had at the beginning of the tax year and press <enter>.
- ❖ Continue to change the values in each of the cells for the first month of the tax year (Column D). Type 0 in cells for which you have no expense or receipt.
- ❖ Be careful to avoid altering the subtotal and total cells. These cells contain formula (for example, cells D8+D9+D10 = Total Cash Receipts for January). If you accidentally type in a formula cell, click on Edit, Undo to put the formula back. As you fill in the blank cells, you will see the values in the formula cells change automatically.
- ❖ Use the scroll bars at the bottom and side of the spreadsheet window to see more of the spreadsheet.



- ❖ Click on File, Save As to save your spreadsheet. Save often to avoid losing your work.
- ❖ Insert a disk in the drive. Click on the down arrow to the right of the Save in: list box and locate your drive on the list.
- ❖ Type a name for your file in the File name text box and click on Save.



- ❖ Click on File, Print to print your spreadsheet. If you have more than one printer, click on the down arrow to the right of Name to select the appropriate printer. Click on OK to begin printing.
- ❖ Click on File, Save to save your spreadsheet.
- ❖ Click on File, Exit to close Excel.



- ❖ If you want to re-use your spreadsheet at a later time, insert the disk in the drive.
- ❖ Double-click the Microsoft® Office Excel icon to start the program.
- ❖ Click on File, Open.
- ❖ Click on the down arrow to the right of the Look in: list box and locate your drive on the list.
- ❖ Highlight the file name and click on Open.
- ❖ Make changes to the spreadsheet as necessary.
- ❖ Click on File, Save to save your document.
- ❖ Click on File, Exit to close Excel.