
STUDENT NAME

**Chapter 4 Review
Self-Paced Accounting Worksheet**

**Learning Unit 4-1
Preparing a Worksheet**

1. The worksheet is not a _____ report.

Formal

2. The purpose of a worksheet is to _____ and _____ data before preparing financial reports.

**Organize
Check**

Adjustments

3. The process of _____ is to bring specific accounts up to date before formal financial reports are prepared.

Adjusting

4. The adjustment for supplies deals with the amount _____. If given amount on hand, we need to calculate amount _____.

**Used up
Used up**

5. All accounts listed on the worksheet below the trial balance will be _____.

Increasing

6. For each adjustment, both the _____ and _____ will be affected.

**Income Statement
Balance Sheet**