

**Manor House Toys
Checkbook Register**

| Date | Check # | Description of transaction | Payment/Debit - | Deposit/Credit + | Balance |
|-------------|----------------|-----------------------------------|------------------------|-------------------------|----------------|
| 4/1 | | Beginning balance | | | \$5,550.00 |
| 4/2 | 1110 | Elliott's Office Supply | \$1,725.31 | | |
| 4/2 | 1111 | Randolph Utilities | \$420.93 | | |
| 4/2 | 1112 | Williams' Office Equipment Co | \$635.24 | | |
| 4/3 | | Deposit | | \$12,125.00 | |
| 4/3 | 1113 | Randolph Federal and Trust | \$7,500.00 | | |
| 4/4 | 1114 | Southeastern Telephone | \$175.89 | | |
| 4/4 | 1115 | Southpark Landscaping | \$995.45 | | |
| 4/4 | | Deposit | | \$14,970.00 | |
| 4/4 | 1116 | Tyson Motors | \$860.76 | | |
| 4/4 | 1117 | Murray Wholesale Toys | \$5,300.34 | | |
| 4/5 | 1118 | Torrie Manufacturing | \$6,125.71 | | |
| 4/5 | 1119 | Brown's A-1 Painting | \$172.69 | | |
| 4/5 | | Deposit | | \$13,978.00 | |
| 4/6 | 1120 | Weber and Muller Graphics | \$221.82 | | |
| 4/6 | 1121 | Providence Insurance Co. | \$372.65 | | |
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Directions: You must open a new Microsoft Excel Spreadsheet document and enter the above information into a new spreadsheet.
 In column F, you must create formulas to complete the calculation for each entry.
 Don't forget to format the cells in columns D, E, and F for currency. Format column A for date.
 Save the Spreadsheet as Manor House Toys Check Register.