PUT YOUR NAME HERE
NAME OF YOUR BANK
ACCOUNT NUMBER

DATE	NUM	PAYEE/TRANS	PAYMENT	DEPOSIT	BALANCE	CLR	CATEGORY
10/1/09		Beginning Balance			500.00		
10/1/09		Deposit salary		1,000.00	1,500.00		Salary
10/2/09		Vons groceries	22.32		1,477.68		Food
10/3/09		Slumlord Apartments	300.00		1,177.68		Apartment
10/4/09		Vons groceries	43.21		1,134.47		Food
10/5/09		Bucket	3.75		1,130.72		Recreation
10/6/09		Kennel Bookstore	18.34		1,112.38		Education
10/7/09		Pacific Telephone	19.75		1,092.63		Telephone
10/8/09		Hoary Toothache, DDS	75.00		1,017.63		Dentist
10/9/09		Deposit roommate's rent		150.00	1,167.63		Roommate
10/10/09		Shell Oil	14.33		1,153.30		Auto

Now that you have created a checkbook spreadsheet, try out a few of the important analytical tools.

The "Text Box" button next to the "Chart Wizard" at top of screen enables you to insert a boxed comment into the text.

With your mouse, "select" the spreadsheet cells from A6 to H15 (the beginning to the end of your checkbook entries).
Use the top menu and click on DATA SORT. In the SORT dialog box, pick the column to use in sorting (e.g., the Category). Then click on OK and your entire spreadsheet is reorganized, keeping functions in tact.
If you sort by Date, you can return the checkbook to the original order.
Note: In this exercise, a checkbook, by the way, you would not want to include the beginning balance row in your sort, as that could change your functions.

Another thing you might want to do is change the order of the columns, which involves a couple of simple steps. For example, your bank statement shows your checks usually by number, so you might want to reconcile your checking account with the "CLR" column next to the "NUM" column.

1. Select column B by clicking in B at the top of the column and then INSERT a COLUMN with the top menu.
2. "Select" with your mouse the range of cells that contain the "CLR" data.
3. Use EDIT CUT (or click on the scissors button) and then move the mouse pointer to the place you want to move your data (probably C4). Press ENTER to paste the data in the new location. [Or EDIT PASTE or click on the paste button.] Adjust the WIDTH of the new column of data.
4. To eliminate the old column, select entire Column H (remember you've inserted a new column earlier) and EDIT DELETE will delete the entire column.