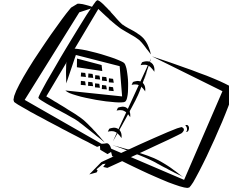


## Steps to Build a Spreadsheet from Scratch



These steps are a good guideline for creating a new spreadsheet:

- 1) Place the Labels on the sheet
- 2) Enter sample data
- 3) Put the formulas on the sheet (check the results)
- 4) Enter real data
- 5) Lastly, format the sheet, save it and print it.

### As an Example Build Simple Bank Account Reconciliation Sheet:

The screenshot shows a spreadsheet with the following structure:

	A	B	C	D	E
1	Bank Reconciliation for Name				
2					
3	Date	Deposit	Withdrawl	Balance	
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

1. Enter Labels as above
2. In D4 enter an open balance
3. In A5 enter a date
4. In B5 & C5 enter some transaction values
5. In D5 enter a formula that takes the previous balance adds any deposits and subtracts any withdraws for the current date  
[  $=d4+B5-c5$  ]  
you can copy the formula down using the autofill handle
6. Enter real data
7. Format the sheet!