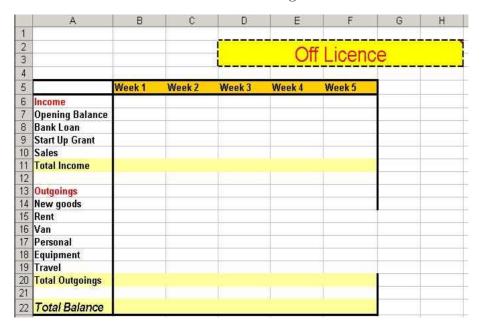
## Lab-session 1

Produce a balance sheet for the first five weeks after the launch of an off licence shop. Assume that you have a capital of  $5000\pounds$  and a bank loan and a start-up-grant of the same amount. The weekly rent for the shop is  $800\pounds$ . You have  $40\pounds$  travel expenses per week and employ a person for  $200\pounds$  per week. In the first week you buy equipment for  $300\pounds$  and in the following always for  $50\pounds$ . The cost for your van are  $100\pounds$  per week. In the first week you buy goods for  $4550\pounds$  and in the following for  $550\pounds$ ,  $520\pounds$ ,  $300\pounds$  and  $200\pounds$ . In the first week you sell goods for  $1548\pounds$  and in the following for  $1789\pounds$ ,  $1867\pounds$ ,  $2199\pounds$  and  $2312\pounds$ .

When all entries are correct the total balance after five weeks should be  $12395\pounds$ .

The worksheet should have the following structure:



Make sure you respect the following features:

- a) Merge the range D2:H3 into one cell to produce the title "Off Licence". Shade the background of the title.
- b) Add the address of the shop, e.g. "Baker Street 221b, London W1", as a comment to the title.
- c) Shade the row for the Total Income, Total Outgoings and Total Balance.
- d) Create bold frames around the ranges A5:F22 and A5:A22.
- e) The cell entries should be of the currency style with a £-sign added to the numbers.
- f) Sums may be computed by using the  $\Sigma$ -sign from the Formulas tab (not covered in the lecture) or using formulae.
- g) Call your worksheet "Balance sheet" and keep only one sheet in the workbook.
- h) Call your workbook "Off Licence".
- i) Use formulae to compute the sums of certain entries, e.g. in B22: "=B11-B22", D7:"=C22".