

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£ and a bank loan and a start-up-grant of the same amount. The weekly rent for the shop is 800£. You have 40£ travel expenses per week and employ a person for 200£ per week. In the first week you buy equipment for 300£ and in the following always for 50£. The cost for your van are 100£ per week. In the first week you buy goods for 4550£ and in the following for 550£, 520£, 300£ and 200£. In the first week you sell goods for 1548£ and in the following for 1789£, 1867£, 2199£ and 2312£.

When all entries are correct the total balance after five weeks should be 12395£.

The worksheet should have the following structure:

	A	B	C	D	E	F	G	H
1								
2				Off Licence				
3								
4								
5		Week 1	Week 2	Week 3	Week 4	Week 5		
6	Income							
7	Opening Balance							
8	Bank Loan							
9	Start Up Grant							
10	Sales							
11	Total Income							
12								
13	Outgoings							
14	New goods							
15	Rent							
16	Van							
17	Personal							
18	Equipment							
19	Travel							
20	Total Outgoings							
21								
22	Total Balance							

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 \sum -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”.