Create a Digital Check Registry

1. **Merge cells *A1-F1***
   a. Highlight cells *A1* through *F1*
   b. Click "merge cells"

2. **Add the text "Check Registry" to the merged cells *A1-F1*.**

3. **Add formatting to "Check Registry" title**
   a. Center align the text
   b. Change the font size to 18 and bold
   c. Change the fill color to dark green
   d. Change the font color to white

4. **Add headers to each column as follows:**
   A2: "Check #"
   B2: "Date"
   C2: "Transaction"
   D2: "Payments/Withdrawals"
   E2: "Credits/Deposits"
   F2: "Balance"

5. **Change row 2 to wrap text**
   a. Highlight row 2
      (Click directly on the 2 to highlight the entire row)
   b. Select "text wrapping" then "wrap"
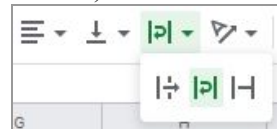
6. **Merge the following cells:** *(Highlight, then press merge cells)*
   A2 and *A3*
   B2 and *B3*
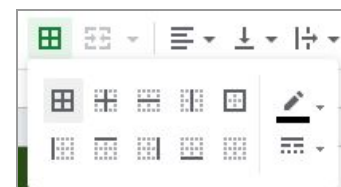   *C2* and *C3*
   D2 and *D3*
   E2 and *E3*   **Do Not Merge *F2* and *F3*!! (*F3* is where your previous balance will go)

7. **Format the headers and add borders**
   a. Change the background color and A2 through F2
      to light gray
   b. Change the text in A2 through F2 to bold
   c. Highlight all cells from A1 through F25
   d. Select borders, then click all borders

8. Enter your transactions from the first week of October:
You have a previous balance of $605.37. On October 1st your pay rent for $400 and your portion of utilities which are $125 using check numbers 1235 and 1236. On October 3rd your cell phone bill is automatically withdrawn in the amount of $95. On October 4th your paycheck is auto-deposited in the amount of $513.65. On October 4th you buy groceries using your debit card in the amount of $47.18. On October 5th you go out to dinner for a friend's birthday and your friend Ally sends you her portion of the meal through Venmo, $18.55. On October 7th you fill up your gas tank using your debit card which costs you $58.60.

9. Format Columns D, E, and F as money
   a. Highlight columns D, E, and F
   b. Select "format as currency" $\boxed{\$}$

10. Create a formula to calculate your balance
   a. In cell *F4* create a formula that will add your previous balance (*F3*) to any deposits (*E4*), and subtract any withdrawals (*D4*).

Payments/Withdarawl	Credits/Deposits	Balance
		$605.37
$400.00		=F3+E4-D4

   ** Don't forget to always start your formula with an equals sign!
   b. Drag the AutoFill handle down through cells *F5-F10*

11. Add conditional formatting to column F
   a. Highlight the entire column F *(click directly on F)*
   b. Right-click on the column, then select "conditional formatting" from the menu. It will be towards the bottom.
   c. Change your format rules from
      "Format cells if… Is not empty" to "Format Cells if… Less than"

Format rules

Format cells if…

Is not empty

Format rules

Format cells if…

Less than

Value or formula

   d. Enter "0" for the value or formula.
   e. Change your formatting style to have a fill color of red.

Format cells if…

Less than

0

Formatting style

Custom

B I U S A ▾ ◇. ▾

Fill color