**Course name: Smart Office -08**

**ID: SO-08(SPI)-16**

**Assignment name: Create a Bank Statement using Microsoft Excel**

**Prepare a Bank statement Following the condition below:s**

**If credit and debit is blank or zero balance= previous balance**

**If there is any Debit and Credit then Balance= (balance- debit+ credit)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Description** | **Cheque No** | **Debit** | **Credit** | **Balance** |
|  | **Opening Balance** |  |  |  | **20,000.00** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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