


EXERCISE DIRECTIONS

1. Start Excel, if necessary.
2. Open  **05Balance Sheet**.
3. Save the file as **05Balance Sheet_xx**.
4. In cell D31, type a formula to calculate the total fixed assets: **=D28+C29+C30**.
 - ✓ Click the cells in the formula instead of typing their addresses. For example, type = then click cell D28. Type + then click C29. Type another + and click C30.
 - ✓ The result should be automatically formatted with a dollar sign. If this does not happen, redo the formula, being sure to click the cells rather than typing their addresses.
5. In cell E32, calculate the total assets by entering this formula: **=D18+D31**.
6. In cell K37, calculate the total liabilities and net worth by entering this formula: **=J36+J28+J23+J18**.
7. In cell E6, type a formula that calculates the company's current ratio (the ratio of current assets to current liabilities): **=D18/J18**.
8. In cell E7, type a formula that calculates the company's quick ratio (a ratio that's similar to the current ratio, except that it takes inventory into account): **=(D18-C16)/J18**.
 - ✓ In this formula, you must use parentheses to get the correct answer. If you type $D18-C16/J18$, then Excel will divide cell C16 by J18, then take that total from cell D18.
9. Adjust column widths as needed to display data fully.
10. Spell check the workbook.
11. Close the workbook, saving all changes.

Curriculum Connection: Social Studies

World Heritage Areas

The United Nations Educational, Scientific and Cultural Organization (UNESCO) maintains a list of more than 800 protected World Heritage Areas, which are natural and cultural locations around the globe. The areas are selected based on cultural or natural significance. For example, the Statue of Liberty is a cultural World Heritage Site and the Grand Canyon is a natural one.

Make a List

Research World Heritage sites. Then, pick at least five World Heritage Sites and create a worksheet about them. Include statistics such as the location, what year the site was added to the World Heritage List, and which of the 10 criteria it meets. You might also want to include a site you think should be included.