**CHAPTER 2**

**Using Excel to Make Decisions at Santé Smoothie Saga**

**Topic(s):** **Preparing journal entries for transactions.**

**Excel Functions and Tools:  Absolute values**

This document provides instructions that explain how to use a some of Excel’s® most common mathematical functions to create a report with a professional appearance for the Santé Smoothie Saga problem that appears on the *Chapter 2 question* tab in the Chapter 2 worksheet template.

**SOLUTION**

Follow the steps below to learn how to use Excel’s® mathematical functions to create a professional report for Santé Smoothie managers. Save your file frequently while working.

**Step 1:** Open the worksheet template file in Microsoft Excel®. Save the file on your computer’s desktop.

Use sheet tab “Chapter 2 Question”.

**Step 2:** In cells B5, type the answer for April 12 transaction.

**Step 3:** In cells B7 and C8 identify the Account for debit and credit, respectively.

**Step 4:** In cells G7 and H8, type value for the debit and credit amount, respectively.

**Step 5:** In cells B10 and C11 identify the Account for debit and credit, respectively.

**Step 6:** In cells G10 and H11, type value for the debit and credit amount, respectively.

**Step 7:** In cells B13 and C14 identify the Account for debit and credit, respectively.

**Step 8:** In cells G13 and H14, type value for the debit and credit amount, respectively.

**Step 9:** In cells B16 and C17 identify the Account for debit and credit, respectively.

**Step 10:** In cells G16 and H17, type value for the debit and credit amount, respectively.

**Step 11:** In cells B19 and C20 identify the Account for debit and credit, respectively.

**Step 12:** In cells G19 and H20, type value for the debit and credit amount, respectively.

**Step 13:** In cells B22 and C23 identify the Account for debit and credit, respectively.

**Step 14:** In cells G22 and H23, type value for the debit and credit amount, respectively.

**Step 15:** In cells B25 and C26 identify the Account for debit and credit, respectively.

**Step 16:** In cells G25 and H26, type value for the debit and credit amount, respectively.

**Step 17:** In cells B28 and C29 identify the Account for debit and credit, respectively.

**Step 18:** In cells G28 and H29, type value for the debit and credit amount, respectively.