**COMPATIBILITY, PRINTING, AND SAVING INSTRUCTIONS**

**Compatibility of Excel Versions**

The spreadsheet was created on Microsoft Excel. As long as you are working with Microsoft Excel 2003 or higher, you should be able to use this spreadsheet.

**Printing Output**

The Excel file that you will be using is set up as 5 separate sheets in an Excel Workbook. The sheets are 1) Worksheet, 2) Balance Sheet, 3) Income and Retained Earnings Statement, 4) Cash Flow Statement, and 5) Post-Closing Trial Balance. Each sheet is labeled on a tab at the lower left of your Excel screen. The tabs are on the same bar as the horizontal scroll cursor bar. Each sheet is set up to print on one page. There are two quick ways to print these pages, as follows:

1. **Print each sheet separately.** Click on the tab at the bottom of the Excel window for the sheet that you wish to print. This will pull up that sheet to be active on the screen. Click on the printer icon button on the Excel toolbar. This will print the sheet. Repeat for each of the other sheets you wish to print.
2. **Print all sheets in the Workbook simultaneously.** From the “File” menu item at the top of the spreadsheet, select “Print”. When the “Print” window comes up, look to the bottom of that window and find the “Print What” box. Find “Entire Workbook” and click the button in front of it. Click OK and all sheets in the Excel file will print.

Because of the variety of printers available, the authors did not try to tailor the printing of the spreadsheet output, beyond that stated above, to fit any specific printer. If you wish to tailor the output to fit your printer more specifically, consult your Excel and Windows manuals.

**Saving Your Work**

After completing your work on the spreadsheet, you should save your file, using a different name than that of the blank spreadsheet. We suggest using your name in place of the original file name (for example, JOEJONES.XLS). If you need to work on the spreadsheet in the future, be sure to retrieve the working copy of the file, rather than the blank spreadsheet file.

**Caution Regarding Excel Formula Cells**

When Excel formulas are created, the cells that are operated upon must have numeric data in them or the formula cell will default to a value of “#####”. Be careful not to inadvertently enter any blank spaces or other non-numeric data in the cells for the unadjusted trial balance and adjusting entries columns.