

1. Open the file *Savings1* and make the following changes
2. Do a File-Save As and change the filename to *Savings2*
3. Change the **Beginning Balance** on line 3 to \$1,500.00
4. Change the **Yearly Interest Rate** on line 4 to 8.0% (your monthly rate should automatically change because you have a formula in it)
5. Insert a row below **Monthly Interest Rate** for **Monthly Deposit**
6. Enter **Monthly Deposit** in cell A6 and the amount \$20.00 in E6
7. You will have to un-merge your title in order to insert a new column before **Ending Balance**.
8. Enter the column heading **Monthly Deposit** into this new column
9. Enter or edit the formulas in the shaded areas.
 - a. **Monthly Deposit:** use an absolute cell reference to use the amount listed in the top section
 - b. **Ending Balance:** Must include **Beginning Balance, Interest Earned, and Monthly Deposit**
10. Format all dollar amounts to currency with a dollar sign & 2 decimal places.
11. Add a single line border under the new column heading.
12. Do any other formatting necessary to make your spreadsheet easy to read
13. Run Spell Check and proofread for any errors
14. Save the file to your X drive and call it *Savings1*
15. Set your header
16. Use Print Preview to be sure that the spreadsheet fits on one page

Beginning Balance	\$1,500.00
Yearly Interest Rate	8.0%
Monthly Interest Rate	0.7%
Monthly Deposit	\$20.00

Month	Beginning Balance	Interest Earned	Monthly Deposit	Ending Balance
1	\$1,500.00	\$10.00	\$20.00	\$1,530.00
2	\$1,530.00	\$10.20	\$20.00	\$1,560.20
3	\$1,560.20	\$10.40	\$20.00	\$1,590.60
4	\$1,590.60	\$10.60	\$20.00	\$1,621.21
5	\$1,621.21	\$10.81	\$20.00	\$1,652.01
6	\$1,652.01	\$11.01	\$20.00	\$1,683.03
7	\$1,683.03	\$11.22	\$20.00	\$1,714.25
8	\$1,714.25	\$11.43	\$20.00	\$1,745.68
9	\$1,745.68	\$11.64	\$20.00	\$1,777.31
10	\$1,777.31	\$11.85	\$20.00	\$1,809.16
11	\$1,809.16	\$12.06	\$20.00	\$1,841.22
12	\$1,841.22	\$12.27	\$20.00	\$1,873.50