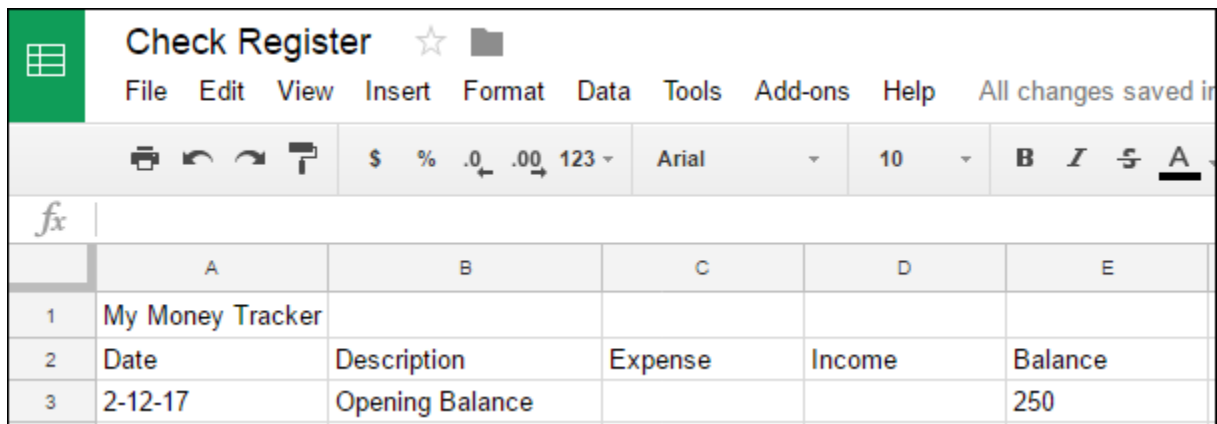


Google Sheets:

Check Register

- Rename Spreadsheet: **Check Register**
- Add Title: **My Money Tracker**
- Add **Date – Description – Expense – Income – Balance**
- Add Opening Balance Transaction



	A	B	C	D	E
1	My Money Tracker				
2	Date	Description	Expense	Income	Balance
3	2-12-17	Opening Balance			250

Add Additional Transactions

	A	B	C	D	E
1	My Money Tracker				
2	Date	Description	Expense	Income	Balance
3	2/12/2017	Opening Balance			250
4	2/26/2017	McDonald's	50		
5	2/28/2017	Electric Bill	100		
6	3/1/2017	Pay day		500	
7	3/4/2017	Cable	98		
8	3/6/2017	Gas	75		
9	3/10/2017	Money from rich uncle		1000	
10	3/12/2017	Car Payment	800		
11	3/14/2017	Walmart	300		
12	3/18/2017	Car Repair	300		

- Format Date (column A): Highlight column A → More Formats → Date
- Expand Description (column B): double-click between column B & C
- Format as Currency: Expense, Income, Balance: Highlight column C, D, E → Format as Currency
- Add Formulas to Balance (column E): Click in cell E4 → =E3-C4+D4
- Click and Drag to copy formula throughout column E
- Merge and Center Title
- Change Title Font/Size
- Bold Date—Description—Expense—Income—Balance
- Align Date to left
- Add Borders
- Color Fill Title/subtitles
- Add **Total** → align right
- Add Conditional Formatting: Highlight column E → Format → Conditional Formatting → Format Cell if Less than 50.00

	A	B	C	D	E
1	My Money Tracker				
2	Date	Description	Expense	Income	Balance
3	2/12/2017	Opening Balance			\$250.00
4	2/26/2017	McDonald's	\$50.00		\$200.00
5	2/28/2017	Electric Bill	\$100.00		\$100.00
6	3/1/2017	Pay day		\$500.00	\$600.00
7	3/4/2017	Cable	\$98.00		\$502.00
8	3/6/2017	Gas	\$75.00		\$427.00
9	3/10/2017	Money from rich uncle		\$1,000.00	\$1,427.00
10	3/12/2017	Car Payment	\$800.00		\$627.00
11	3/14/2017	Walmart	\$300.00		\$327.00
12	3/18/2017	Car Repair	\$300.00		\$27.00
13					\$27.00
14					\$27.00
15					\$27.00
16					\$27.00
17		Total			\$27.00