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C10: Introduction to Computers  
Assignment 8: Business Consulting

Remember Bill? He was the gentleman that you helped to start up his business in week 4. Well his business is doing well, but he has come to you with some questions and concerns. You discuss each of these with Bill and promise to send him a written report with your suggestions and recommendations. Submit your written response to Bill's questions and concerns below.

1. Bill has set up a spreadsheet in Excel that will help him keep track of expenses. So far, he has this:

Tell Bill how to do the following tasks:

What formula or function does he put in Column F that will show the total expenses for each day?

What formula or function does he put in columns B through F in Row 13 that will give him the total expenses for the week in each category?

Bill wants the entry in Column G to remind him of expenses that require receipts for the accountant. Tell Bill what to put in Column G to do this:

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