

Brief Contents

	Preface	vii
Part 1	Excel for Accounting	1
	Chapter 1 Excel Tour	3
	Chapter 2 Excel Basics	24
	Chapter 3 Financial Statement Analysis	60
	Chapter 4 Depreciation	85
	Chapter 5 Loan and Bond Amortization	107
	Chapter 6 Cash Budgeting	131
	Chapter 7 Other Topics: Present/Future Values, Predicting Costs, and Allowance for Uncollectible Accounts	160
Part 2	Access for Accounting	185
	Chapter 8 Access Tour	187
	Chapter 9 Access Basics	199
	Chapter 10 Tables	232
	Chapter 11 Queries	264
	Chapter 12 Forms	308
	Chapter 13 Reports	343
	Index	370