

Create Table 1 below, using a spreadsheet program. Show ALL vertical lines, but show horizontal lines ONLY where indicated. Use double line-spacing throughout the document.

TABLE 1

insert # at head of columns

Budget Items	Details	Debtors	Creditors	Fixed Assets	Raw Materials	Depreciation	Bank
Sales	balances brought forward	5000	4000	7900	3000	6000	9700
	Projected Sales	9000					
	Estimated Income	-7000					
Materials Expenses	Projected Purchases			7500			
	Estimated Payments			-6000			
Selling and Distribution	Projected Payments						-4000
	Depreciation (Equip repairs)					-4000	
Factory Expenses	Projected Payments						-2000
	Depreciation (Plant)					2500	
Wages and Salaries	Projected Payments						-5000
		7000	4000	7900	4500	4500	1300

Special Caps & bold → **BUDGET PROJECTION FOR 2015** } *MARCH* } insert as main heading