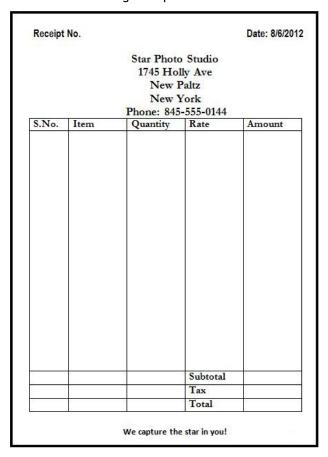# Create a Receipt

Do you want to create a document as evidence for having obtained money for a product or service from someone? A receipt is a written acknowledgement for payment of a bill. In a business, receipts are used as a printed record to state that a specified amount (money) has been paid in exchange for services or purchases made.

Look at the following example:

Receipt No.				Date: 8/6/2012
		Star Photo Studio		
		1745 Holly Ave		
		New Paltz		
		New York		
		Phone: 845-555-0144		
S.No.	Item	Quantity	Rate	Amount
			Subtotal	
			Tax	
			Total	
		We capture the star in you!		

Receipt Example

As in the example above, a Receipt created on the computer typically has:

- The company or business address
- A table with space in the columns for entering information
- The company or business logo/slogan

Before you begin using the computer to create your receipt, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to Use the Help Guide**.

Steps on How to Create a Receipt

A. Set Page Margins

1. **Start the word processing software, and open a new, blank document**.

   For help, see Word Processing Skill 1.1: To start word processing software

2. **Make the margins or the empty spaces along the edges of the page smaller, so there is more room for the receipt information**.

   For help, see Word Processing Skill 6.5: To set the empty spaces, or margins, around the edges of a page

3. **Save your work**. Make sure you save your work after every few steps you complete.

   For help, see Word Processing Skill 1.7: To save a word processing document for different uses

B. Add Titles on Top of Page

1. **At the top of the page, type "Receipt No."**.

   For help, see Word Processing Skill 2.1: To type words, or to enter text

2. Then, **set and use a right-aligned tab to move the cursor to the right side of the page. Type "Date:". Leave a space and insert today's date, and pick whichever date format you like**.

   For help, see:
   Word Processing Skill 4.4: To set and use a tab to space your words from left to right
   Word Processing Skill 10.1: To put today's date into a document

3. **Change the look of the words as you wish**.

   For help, see:
   Word Processing Skill 3.1: To pick the letter design or font for your words
   Word Processing Skill 3.3: To change the style of words
   Word Processing Skill 3.4: To change the color of words

4. **Save your work**.

C. Type Business Name and Address

1. **Leave a space and type the name and address of the company or business**.

   For help, see Word Processing Skill 2.1: To type words, or to enter text

   Note: If you have completed the Logo and Letterhead activity earlier, you might want to look at it and use that same information. However, you should feel free to put other information here if you wish.

2. **Change the look of the words**.

   For help, see:
   Word Processing Skill 3.1: To pick the letter design or font for your words
   Word Processing Skill 3.2: To make words bigger or smaller
   Word Processing Skill 3.3: To change the style of words
   Word Processing Skill 3.4: To change the color of words

3. **Change the alignment for the sentences**.

> For help, see:
> Word Processing Skill 4.1: To change the space between lines
> Word Processing Skill 4.2: To change the left/right position or alignment of lines of words
> Word Processing Skill 4.3: To move lines in a paragraph in or out, or to change the indent

4. **Save your work**.

D. Insert a Table

1. **Leave a space below the address and insert a table**.

> For help, see Word Processing Skill 7.1: To add or insert a new table

> **Note:** To begin with, you can add 5 rows and 5 columns. Feel free to change them as per your requirement.

2. **Save your work**.

E. Add Headings to the Table

1. **In the first column type "S.No.". In the second column, type "Item". In the third column type "Quantity". In the fourth column, type "Rate". In the last column, type "Amount". If you wish, change the look and alignment of words**.

> For help, see:
> Word Processing Skill 2.1: To type words, or to enter text
> Word Processing Skill 3.1: To pick the letter design or font for your words
> Word Processing Skill 3.2: To make words bigger or smaller
> Word Processing Skill 3.3: To change the style of words
> Word Processing Skill 3.4: To change the color of words
> Word Processing Skill 7.16: To change the position or alignment of information in a table

2. **Change the width of the columns in the table**.

> For help, see Word Processing Skill 7.15: To automatically change the width of all the columns in a table

3. **Save your work**.

F. Increase the Row Space

1. **Put the cursor on the first cell of the second row. Press Enter on the keyboard a couple of times**.

2. **Save your work**.

G. Add Titles in the Bottom Rows

1. **In the third row, place your cursor on the fourth cell. Type "Subtotal". In the cell below that, type "Tax". In the cell below that, type "Total"**.

> For help, see Word Processing Skill 2.1: To type words, or to enter text

2. **Change the look and alignment of words if you wish**.

    For help, see:

    Word Processing Skill 2.1: To type words, or to enter text

    Word Processing Skill 3.1: To pick the letter design or font for your words

    Word Processing Skill 3.2: To make words bigger or smaller

    Word Processing Skill 3.3: To change the style of words

    Word Processing Skill 3.4: To change the color of words

    Word Processing Skill 7.16: To change the position or alignment of information in a table

3. **Save your work**.

H. Insert Business or Company Logo/Slogan

1. **Put the cursor below the table**. **Then, type the company or business logo/slogan**.

    For help, see Word Processing Skill 2.1: To type words, or to enter text

    Note: If you have completed the Logo and Letterhead activity earlier, you might want to look at it and use that same information. However, you should feel free to put other information here if you wish.

2. **Change the look and alignment of words if you wish**.

    For help, see:

    Word Processing Skill 2.1: To type words, or to enter text

    Word Processing Skill 3.1: To pick the letter design or font for your words

    Word Processing Skill 3.2: To make words bigger or smaller

    Word Processing Skill 3.3: To change the style of words

    Word Processing Skill 3.4: To change the color of words

    Word Processing Skill 7.16: To change the position or alignment of information in a table
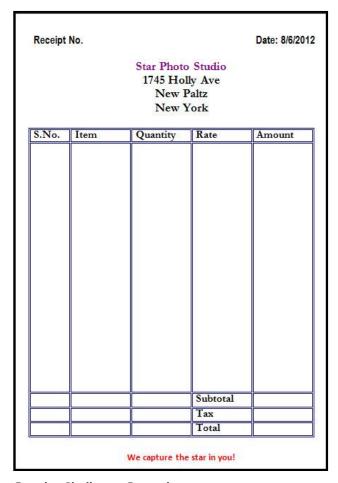
3. **Save your work**.

I. Receipt Challenge (Optional)

1. **Change the look of the table borders**.

    For help, see Word Processing Skill 7.18: To make your own changes to the way your table looks

2. **Save your work**.

Receipt No.				Date: 8/6/2012

Star Photo Studio
1745 Holly Ave
New Paltz
New York

S.No.	Item	Quantity	Rate	Amount
			Subtotal	
			Tax	
			Total	

We capture the star in you!

Receipt Challenge Example

Review Your Work

Look over your receipt. Make sure each has the following elements:

- The company or business address
- A table with space in the columns for entering information
- The company or business logo/slogan

If any of these elements are missing, add them now. You should also make any other desired changes. Remember to **save your work** when you are finished.

Optional: Print Your Receipt

1. **Preview your receipt before you print it. Set up the document so it prints sideways, or landscape.**

   For help, see:

   Word Processing Skill 1.2: To use the Menu (Ribbon) bar

   Word Processing Skill 1.3: To use the Standard (Quick Access) toolbar

   Word Processing Skill 6.4: To setup a document so it prints sideways, or landscape

   Word Processing Skill 6.18: To see how a document will look before you print it

2. **To print your receipt, click File. Then, click Print**. A Print window pops up.

   Note: For Microsoft*Office 2010 users, when you click the File tab, you will notice a Backstage view.

3. **To select the printer you want to use, click the arrow in the Name or Printer list and select the printer**.

   Note: You will notice that the box has a drop-down menu or a list which allows you to select one option from several printer choices. If there is a drop-down menu, just click on the down arrow and move your cursor to the option you would like to choose. If a list is displayed, scroll to the printer that you want. Highlight your choice, and then click on it.

4. **To select the page you want to print, place your cursor on that page and click Current Page. Or, click Pages, and then type the page number that you would like to print**.

   Note: If your receipt covers only page 1, then by default, the page will be automatically selected for printing. You may skip this step and move to Step 5.

5. **To select more than one copy you want to print, click the up arrow in the Number of copies list**.

   Note: For Microsoft*Office 2010 users, click the up arrow in the **Copies** list**.**

   Note: By default, the number of copies to be printed is 1. Just click on the up arrow for more than one copy to print. Click on the down arrow for lesser number of copies to print.

6. **Click OK or click Print**.