

# Creating a simple budget in Excel

Frank Schneemann

	A	B	C	D	E	F	G	
1	\$25,138	< Total Expenditures						Categories
2		My Budget						
3		Auto	Gas	Morg	Clothes	Visa	Util	
4	January	\$450	\$88	\$1,020	\$124	\$200	\$121	
5	February	\$450	\$122	\$1,020	\$285	\$125	\$100	
6	March	\$450	\$100	\$1,020	\$335	\$236	\$133	
7	April	\$450	\$95	\$1,020	\$225	\$248	\$121	
8	May	\$450	\$66	\$1,020	\$214	\$222	\$104	
9	June	\$450	\$87	\$1,020	\$22	\$257	\$96	
10	July	\$450	\$32	\$1,020	\$96	\$14	\$86	
11	August			\$1,020			\$114	
12	September			\$1,020			\$125	
13	October			\$1,020			\$114	
14	November	\$450	\$55	\$1,020	\$255	\$100	\$109	
15	December	\$450	\$100	\$1,020	\$266	\$0	\$425	
16								
17	TOTALS >	\$5,400	\$1,243	\$12,240	\$2,089	\$2,518	\$1,648	
18	PERCENT >	21%	5%	49%	8%	10%	7%	
19								

In this lesson going to create a simple budget in Excel. Creating the budget will help you to learn some of the basic skills used in Excel 7.0 You will be learning by doing. When you finish this lesson you will be able to use Excel to create and store numeric data in a simple spreadsheet.

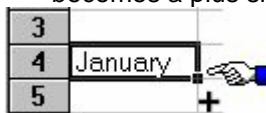
## Entering the months

- Click on cell A4
- Type the word, January and press the Enter Key

A heavy line should appear around cell A4 because that is the active cell. There should also be a small square in the lower left corner of the active cell.

The small square is called a Fill Handle

- Move the mouse close to the fill handle until it becomes a plus sign



- Click the left mouse button and hold it down
- Drag the Fill Handle to cell A15
- Let up on the mouse button

January to December should have filled from cells A4 to A15

You now know how to use the fill handles to fill data to multiple cells. You can also fill Right.

(You could also have highlighted the cells and used the Fill Down option from the Edit Menu)

- Click cell D2 and give your budget a title

### Entering Budget Categories & Amounts

- Click in cell B3
- Enter budget categories to cell G3
- Click in cell B4
- Enter amounts for each month and category, cells B4 to G15

### Entering formulas to total each category

- Click in cell A17
- Type the word, Totals  
*It is important to label data so other people will understand your spreadsheet.*
- Click in cell B17
- Type **=SUM(**
- Click cell B15
- Drag your mouse and highlight to cell B4
- Type **)**  
*To close the parenthesis*
- Press the Enter Key  
*The formula in cell B17 should read*  
**=SUM(B4:B15)**  
*The colon means to sum a range of cells*

### Filling the formula right

*We could use the fill handles to fill right the way we filled the months down. Instead we will use a method that does not depend on the mouse.*

- Make sure that B17 is the active cell  
*Click in it*
- Press the F8 Key
- Use the Right Arrow Key to highlight to cell G17
- Hold down the Alt Key and Press E  
*To open the Edit Menu*
- Select Fill and press Enter
- Select Fill Right and press Enter  
*Notice that the formula adjusted for each column. Examine cell C17 and notice that the formula is =SUM(C4:C15)*

### Totaling all expenditures for the year

- Click cell B1
- Type "Total Expenditures"
- Click cell A1
- Type =SUM(
- Click cell B17
- Select cells B17 to G17
- Type )  
*To close the parenthesis*
- Press Enter  
*You now have a grand total of expenditures for the year*

### Entering the formula to find the percentage for each expenditure

- Type the word, Percent, in cell A18

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*We want to divide the total Auto Expenses by the total of all expenses. This will give us the percentage we spent for auto*

**Total Auto Expenses / Total Expenditures  
B17/A1**

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- Click in cell B18
- Type = (the equal sign)
- Click in cell B17
- Type / (the division sign)
- Click in cell A1
- Press Enter  
*The correct percentage should show in B18*
- **If you fill the formula to cell G18 you will get ERR messages.**

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*B18 is OK but if we try to fill right we will have a problem. Remember how the formulas adjust themselves when we fill. Cell B18 says =B17/A1 If we fill right, cell C18 will say =C17/A2. There is no number in A2. We need A1 to remain the fixed divisor in each formula. Here is how we do it ...*

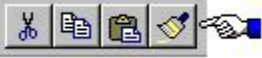
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- Click in cell B18
- Edit the formula by putting a dollar sign in front of the A and in front of the 1  
*The formula in B18 should be =B17/\$A\$1*
- Now you can fill right to cell G18  
*B17 will become C17, then D17, etc. but \$A\$1 will remain constant*

### Formatting the cells with the Format Menu

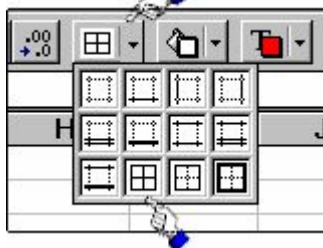
- Click in cell B4
- Hold down the left mouse button and select all of the cells from A1 to G17
- Click the Format Menu
- Click Cells
- Click Currency and No Decimals
- Click OK  
The cells are now formatted for currency

### Using the Format Painter

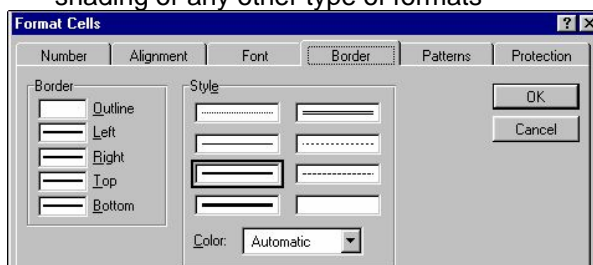
- **Right click** cell B18
  - Select Format Cells
  - Select Percentage with no decimals
  - Click OK
  - Click the Painter Icon from the Toolbar
- 
- Hold down the left mouse button and select all the cells, B18 to G18
  - Let up on the mouse button and the format is copied to each cell

### Additional Formatting

- Select cells B3 to G3
- Click the Borders Icon then select Grid



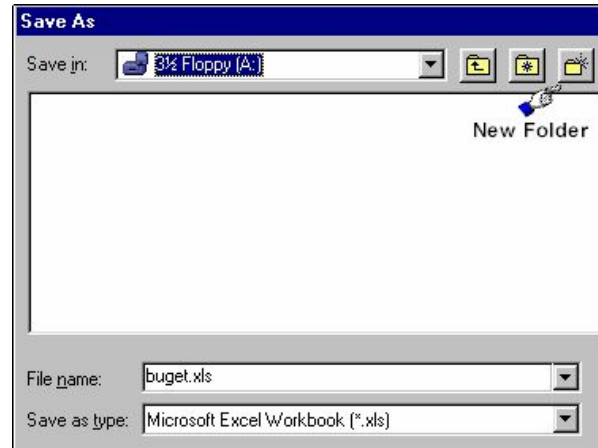
- Select cells A17 to G18
- Right Click anywhere in this area
- Select Format Cells
- Use the various formats to add borders, shading or any other type of formats



- Use the formatting procedures you have learned to add formatting to the rest of your spreadsheet

### Saving your spreadsheet

- Click the File Menu
- Click Save As
- Select a location from the Save In box
- Give your file a name in the File name box
- Select a format for your file from the Save as type box. (accept the default Excel)
- You can even click the folder with a star to create a folder in the location you have selected.



- When you are finished, click OK

### Inserting a Header

- Click the File Menu and select Page Setup
- Click the Header/Footer tab
- Click Custom Header
- Enter your name on the right side
- Click OK  
*You can also select Page Setup from the Print Preview option as below*

### Printing

- Select Print Preview from the Toolbar



- Adjust the margins or other options by clicking the Margins Button or Setup Button
- Make sure all of your spreadsheet is showing in the Print Preview
- When you are satisfied, print

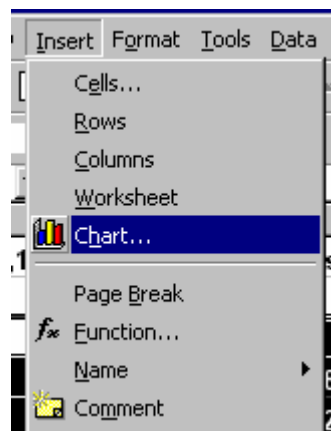
***Great job!***

## Creating Charts

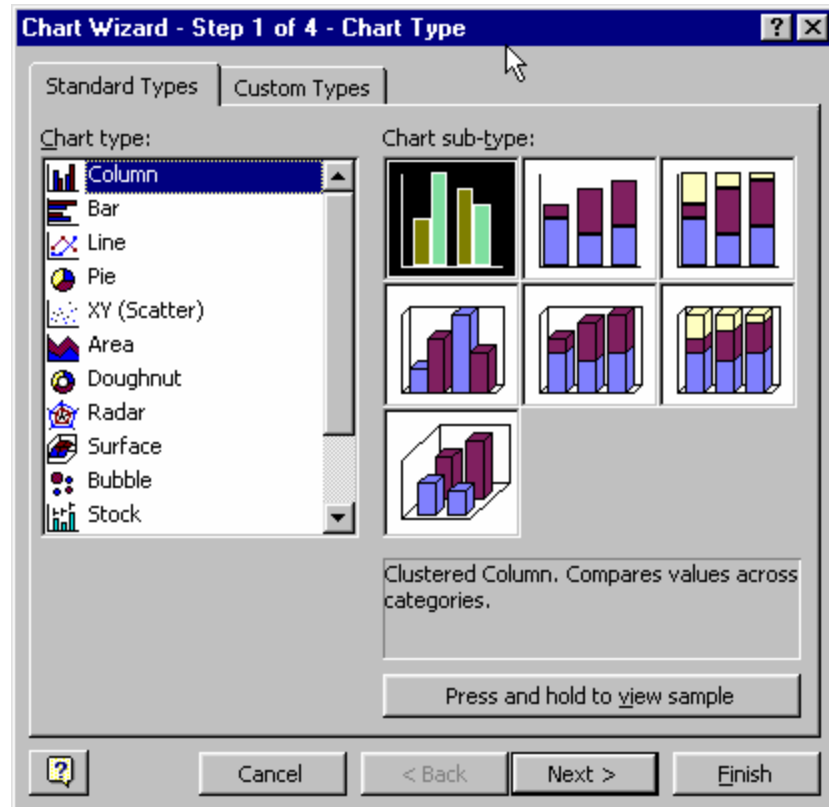
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11	August	\$450	\$155	\$1,020	\$69	\$566	\$114
12	September	\$450	\$322	\$1,020	\$77	\$450	\$125
13	October	\$450	\$21	\$1,020	\$121	\$100	\$114
14	November	\$450	\$55	\$1,020	\$255	\$100	\$109
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16							

- Highlight from cell A3 to G15  
 Do not include the Totals or Percentage area

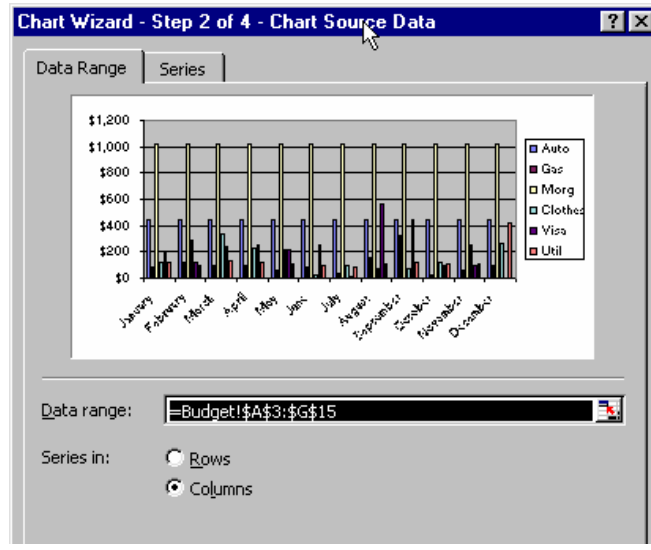
- Open the Insert Menu and click Chart



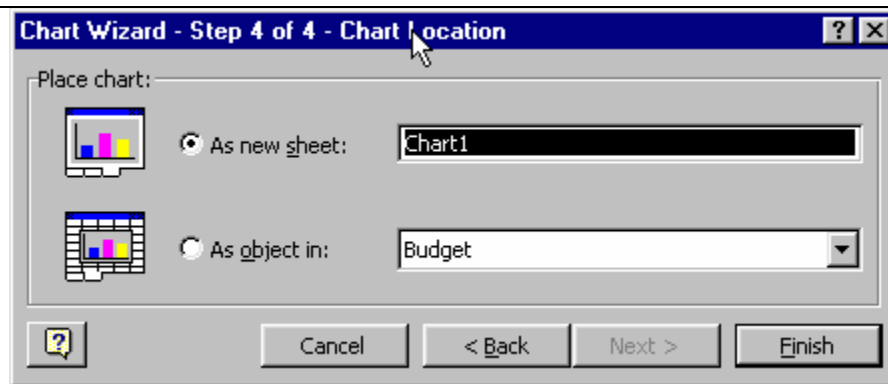
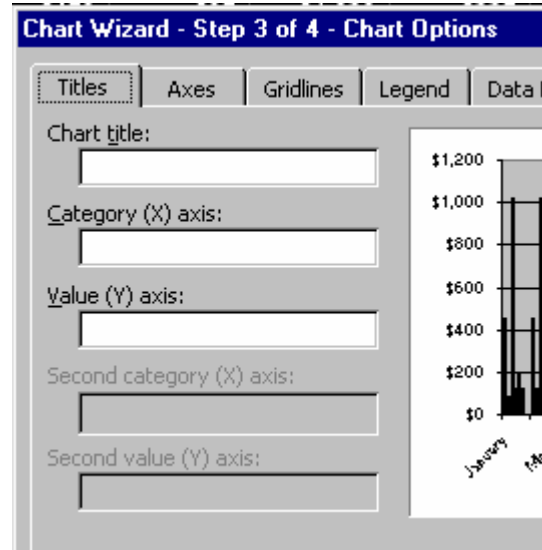
- Accept the default chart type



- Step through each of the Chart Wizard Screens

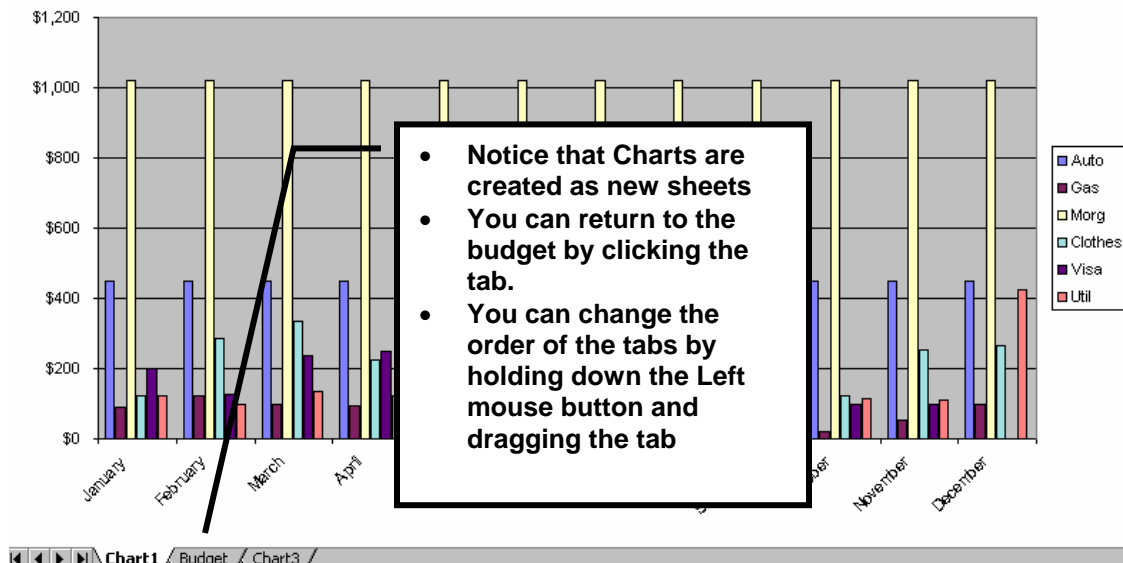


- You can enter titles at step 3

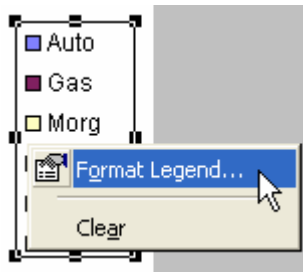


- Make sure you select a chart **As New Sheet** in Step 4
- Click Finish

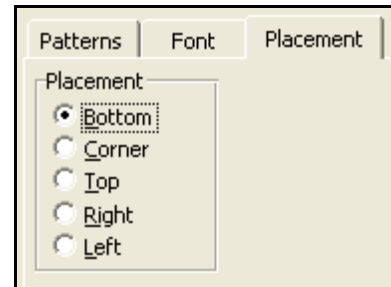
Your chart should look like the chart below ...



- Experiment by **Right Clicking** the Legend and choosing **Format Legend**



- Click the **Placement Tab** and select **Bottom** to put the legend at the bottom of the chart



**Lets make a new chart that compares March expenditures to July expenditures. Note that we are charting data that is not contiguous (right next to each other)**

- Hold down the CTRL Key** and select  
 A3 to G3  
 A6 to G6  
 A10 to G10
- From the Insert Menu** select **New Chart** as you did before.

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- Experiment with the charts by formatting and making additional charts of your own.
- Remember, you can bring up formatting menu's by right clicking the varuous areas.

#### Assignment

This assignment should contain a Budget Spreadsheet and the two Charts described above. On a separate sheet of paper, describe how you might use spreadsheets and charts in your daily teaching. We are interested in their use as a *teaching* tool rather than a *teachers* tool..