INDIAN SCHOOL AL WADI AL KABIR

Excel Budget Homework 2018-19 CLASS IX

**PREPARATION OF LIST OF CONSUMABLE ARTICLES OF A FAMILY EXPENDITURE**

**Execute the following steps in MS-EXCEL.**

Create a ExcelHmwk folder in your CSE3/Lab4 folder or on the desktop as desired.

Open a new Microsoft Excel spreadsheet and save it as Budget.xlsx in your ExcelHmwk folder.

**Step 1: Create some row headings as shown below:**



Launch your spreadsheet application and create a new, blank sheet. We’re going to start by listing types of outgoing in columns **A** and **B**. Type the following in the corresponding cells:

A2: OUTGOINGS

A3: Bills

A8: Car

A11: Entertainment

A13: Food & drink

A15: Miscellaneous

A16: TOTAL

A18: INCOME

A20: NET

**Step 2: Create some categories**



Now move to cell **B3** and type the following in the corresponding cells:

B3: Rent

B4: Gas

B5: Electricity

B6: Water rates

B7: Council tax

B8: Petrol

B9: Insurance

B10: Road tax

B11: TV licence

B12: Broadband

B13: Groceries

B14: Takeaways

B15: ATM

B18: Salary

B20: NET

**Step 3: Create column headings for months**

Finally, type **Jan** in cell **C2** and then continue with **Feb**, **Mar** and so on across the rest of that row until you get to **N2** to create column headers for 12 months.



**Step 4: Enter the figures for one month**



Now to enter some figures for monthly outgoings and income, starting with the **Jan**column. Again, it’s simpler to copy our figures here, but feel free to use your own, particularly if you’ve modified the categories in columns **A**and **B**.

**Step 5: Add up the total outgoings**



Now to work out the total expenditure. Select cell **C16**and type:

**=SUM(C3:C15)**

…and press the **Return**key. This is known as a ‘formula’ in spreadsheet parlance and the opening **=** sign tells Excel that it needs to perform a calculation using what follows. **sum** is the actual formula and it adds together the range of cells in brackets - **C3**to **C15**, inclusive, in this case.

**Step 6: Work out income minus outgoings**



Enter your income in cell **C18** and now we can work out how much money is left at the end of the month. This is a much simpler formula that just subtracts the total outgoings from the income, so type the following into cell **C20**:

**=C18-C16**

**Step 7: Copy one month’s figures**



Rather than type more figures into the **Feb**(D) to **Dec**(N) columns, it’s simpler to copy and paste the **Jan**(C) column. Click cell **C3** and drag the mouse down to cell **C20**to select all of the figures. The press the**Ctrl + C** keyboard shortcut for Copy. The selected range of cells will now be highlighted with a blinking dotted outline.

**Step 8: Paste the figures to the rest of the sheet**



Now to select the range of cells to paste the Jan column to. Select cell **D3**and, just as before, drag the mouse to cell **N20**. Now press the **[Ctrl] + [V]**keyboard shortcut to paste the cells copied in Step 7.

Excel will apply a bit of intelligence here to paste the cells and update any formulas to keep them consistent. In our example, we’ve then added quarterly gas and electricity payments in the **Mar**, **Jun**, **Sep**and **Dec**columns.

**Step 9: Modify the monthly NET formula**



The only problem now is that the formulas in row 20 (NET) don’t take into account the previous month’s balance, so we’ll need to make a minor change. Select cell **D20**and type:

**=D18-D16+C20**

This will replace the existing contents of the cell and will add the **NET**figure for **Jan**to the **NET**figure for **Feb**. You can now copy cell **D20**and paste it to cells **E20**to **N20**, using the same technique as Step 8.

**Step 10: Format the sheet**



The final step is to format the spreadsheet to make it more understandable. In our example, we’ve made the row (**Row 2**) and column (**A**and **B**) headings bold, along with the rows for **TOTAL**, **INCOME** and **NET**. We’ve also applied some colour and alignment, and formatted all figures as **Currency (£ English)**.

**Date of Submission: 10th August 2018**

* **Remarks:** Output should be written in note book and submitted to respective computer science teacher.