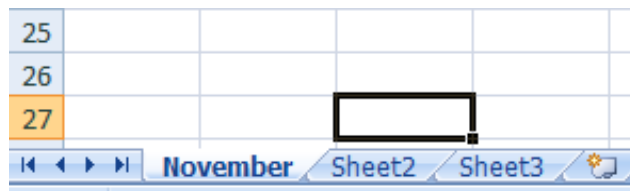


Microsoft Excel - Lesson 4

Learning Objective: To understand, demonstrate, & utilize all basic functions of Excel including terminology, formatting, and formulas.

Scenario: You just got hired at a new job and are now going to take on some of the financial responsibility to help out at home. Also, one of your family member's has agreed to loan you money to purchase a car to get to and from school and work. You are going to create a 2-month budget based on the information provided below. Keep in mind that you will need to review and incorporate the expenses that will be a regular monthly expense and a one-time expense. You should also keep in mind that your pay each month might vary too based on how many hours you work. Each month should be on a new worksheet within the workbook. For example, Sheet 1 should be renamed to November and Sheet 2 should be renamed to December.



You should use formulas where necessary to calculate your total pay for the month and to subtract your total expenses from the money you made for the month. Be sure that you do not spend more than you make in any given month.

An example has been provided at the end of this lesson.

1. First, change your formatting for the entire spreadsheet:
 - a. Times New Roman font
 - b. Size 14 font
 - c. Place a border around your Income table
 - d. Place a border around your Expense table
2. Nov. 15 - Received your first paycheck from Bubba's Burgers. After taxes you made \$125.00.
3. Nov. 15 - Make your first loan payment to your family member for the car you purchased \$50.00
4. Nov. 17 - Need to fill up the tank of your car with gas \$50.00.
5. Nov. 22 - Received paycheck from Bubba's Burgers. After taxes you made \$175.
6. Nov. 22 - Car insurance is due. Your portion is \$75.
7. Nov. 23 - You could really use a new pair of tennis shoes and the ones you love are on sale right now. It will cost you \$50.
8. Nov. 25 - Your cell phone bill is due - \$45.
9. Nov. 25 - Time to fill up the car with gas - \$50.
10. Nov. 28 - You didn't work much last week because of extra assignments at school and the President's day holiday. You only earned \$65 this week from Bubba's Burgers.
11. Nov. 28 - Your neighbor asks you to help her move some furniture in her house and to walk her dog. She will pay you \$20 for 2 hours of help.
12. Use your **Autosum** tool to calculate your total expenses and total income.

This is the end of the November's Income and Expenses. Figure your total and whether you made more money than you spent.

Begin new spreadsheet for December income and expenses.

13. First, change your formatting for the entire spreadsheet:
 - a. Times New Roman font
 - b. Size 14 font
 - c. Place a border around your Income table
 - d. Place a border around your Expense table
14. Dec. 3 – You earned \$175 from Bubba’s Burgers this week.
15. Dec. 5 – Your best friend’s birthday is today and you decided to get them a I-tunes gift card for \$15.
16. Dec. 7 – You really want a new spring coat and you saw one for sale on E-bay for \$45.
17. Dec. 8 – Time to fill up the car with gas again - \$50.
18. Dec. 10 – You earned \$225 from Bubba’s Burgers this week for picking up a couple of extra shifts.
19. Dec. 12 – Your parents don’t get paid for another couple of days and there is no food in the house. You will need to pick up some groceries to get by for the next couple of days - \$40.
20. Dec. 15 – You need to make a loan payment for your vehicle - \$50.
21. Dec. 17 – There is a school dance this weekend and you want to get a new outfit and need to buy a ticket. Total cost \$100.
22. Dec. 17 – You earned \$125 from Bubba’s Burgers this week.
23. Dec. 18 – Time to fill up the car - \$50.
24. Dec. 24 – You worked extra hours at Bubba’s Burgers this week since you were out of school for Spring Break and earned \$225.
25. Dec. 26 – Your cell phone bill is due - \$45.
26. Dec. 28 – You blew out a tire and have to buy a new one \$100.
27. Dec. 31 – You worked less hours this week because you were out of town visiting relatives. You only earned \$85 from Bubba’s Burgers.
28. Dec. 31 – Your neighbor is out of town and asks you to dog sit for two days. You earned \$50.
29. Use your **Autosum** tool to calculate your total expenses and total income.

This is the end of the December’s Income and Expenses. Figure your total and whether you made more money than you spent.

Now on Sheet 3 (the tab at the bottom of your workbook), change the name of the worksheet to: Questions. Type the answers in column A. Be sure to resize your cells

Questions – Answer directly in Excel on third worksheet.

- a) How much money did you spend in November?
- b) How much money did you earn in November?
- c) How much money did you spend in December?
- d) How much money did you have left for November and December combined?
- e) What were the fixed costs (things you *had* to pay each month or that were expected each month?)

Mrs. Miles February Budget

Income		Expenses	
2/15 Paycheck	\$ 125	2/15 Car loan	\$ 50
2/22 Paycheck	\$ 175	2/17 Gas	\$ 50
2/28 Paycheck	\$ 65	2/22 Car Insurance	\$ 75
2/28 Helped neighbor	\$ 15	2/23 Shoes	\$ 45
<i>Total Income</i>	\$380	2/25 Cell phone	\$ 50
		2/25 Gas	\$ 50
		2/28 Video Game	\$ 30
		<i>Total Expenses</i>	\$350
February Savings	\$ 30		