Handout (1) for MS Excel 2010 - Session 1
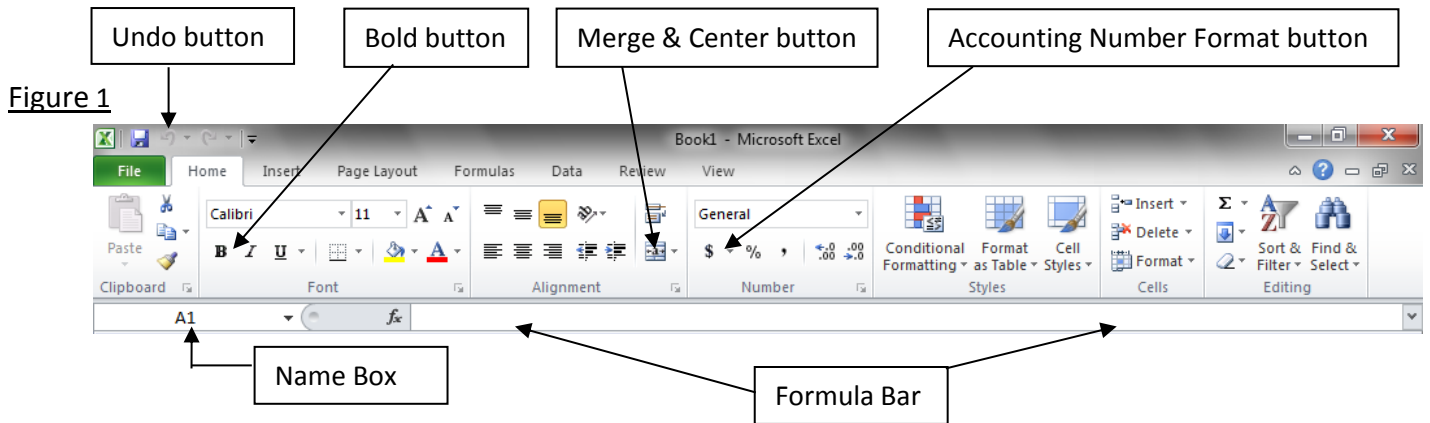
Figure 1

Undo button | Bold button | Merge & Center button | Accounting Number Format button

Name Box

Formula Bar

Figure 2

	A	B	C
1		Monthly Budget	
2	**Item**	**Amount**	**Comments**
3	Rent	800	May 1st this goes to $825
4	Utilities	40	Look into new windows
5	Transportation	50	
6	Food	150	
7	Medical	25	
8	Clothing	75	
9	Leisure	100	
10	Miscellaneous	100	
11	TOTAL		
12			
13	INCOME	2500	
14	EXPENSES		
15	SAVINGS		

FORMULAS IN LESSON 1*

=B3+B4+B5+B6+B7+B8+B9+B10

=SUM(B3:B10)

=B3-C3

*Remember, when entering these formulas, use cell referencing rather than typing the cell names

Figure 3

	A	B	C	D	E
1		Monthly Budget			
2	**Item**	**Budget**	**Actual**	**Difference**	**Comments**
3	Rent	$ 800.00	$ 800.00		May 1st this goes to $825
4	Utilities	$ 40.00	$ 50.00		Look into new windows
5	transportation	$ 50.00	$ 60.00		
6	food	$ 150.00	$ 195.00		
7	medical	$ 25.00	$ 25.00		
8	clothing	$ 75.00	$ 50.00		
9	leisure	$ 200.00	$ 130.00		
10	miscellaneous	$ 100.00	$ 20.00		
11	TOTAL	$1,440.00			
12					
13	INCOME	$2,500.00			
14	EXPENSES	$1,440.00			
15	SAVINGS				