

Handout for MS Excel 2007 - Session 2

February's Actual Expenses

Item	Actual
Rent	\$ 800.00
utilities	\$ 50.00
transportation	\$ 35.00
Food	\$ 200.00
medical	\$ 20.00
Clothing	\$ 50.00
Leisure	\$ 100.00
Insurance	\$ 50.00
Loans	\$ 75.00
Miscellaneous	\$ 75.00

March's Actual Expenses

Item	Actual
Rent	\$ 800.00
utilities	\$ 75.00
transportation	\$ 50.00
Food	\$ 150.00
medical	\$ 50.00
Clothing	\$ 50.00
Leisure	\$ 150.00
Insurance	\$ 50.00
Loans	\$ 75.00
Miscellaneous	\$ 100.00

Figure 1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	ACTUAL EXPENSES	January	February	March	April	May	June	July	August	September	October	November	December	Average
2	Rent	\$ 800.00	\$ 800.00	\$ 800.00										\$ 800.00
3	utilities	\$ 50.00	\$ 50.00	\$ 75.00										\$ 58.33
4	transportation	\$ 60.00	\$ 35.00	\$ 50.00										\$ 48.33
5	Food	\$ 195.00	\$ 200.00	\$ 150.00										\$ 181.67
6	medical	\$ 25.00	\$ 20.00	\$ 50.00										\$ 31.67
7	Clothing	\$ 50.00	\$ 50.00	\$ 50.00										\$ 50.00
8	Leisure	\$ 130.00	\$ 100.00	\$ 150.00										\$ 126.67
9	Insurance	\$ 50.00	\$ 50.00	\$ 50.00										\$ 50.00
10	Loans	\$ 75.00	\$ 75.00	\$ 75.00										\$ 75.00
11	Miscellaneous	\$ 20.00	\$ 75.00	\$ 100.00										\$ 65.00

Figure 2

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Monthly Budget												
2	Item	Budget	Actual	Difference									
3	Rent	\$ 800.00	\$ 800.00	\$ -	May 1st this goes to \$835								
4	Utilities	\$ 40.00	\$ 50.00	\$ (10.00)									
5	Transportation	\$ 50.00	\$ 60.00	\$ (10.00)									
6	Food	\$ 150.00	\$ 195.00	\$ (45.00)									
7	Medical	\$ 25.00	\$ 25.00	\$ -									
8	Clothing	\$ 75.00	\$ 50.00	\$ 25.00									
9	Leisure	\$ 200.00	\$ 130.00	\$ 70.00									
10	Insurance	\$ 50.00	\$ 50.00	\$ -									
11	Loans	\$ 75.00	\$ 75.00	\$ -									
12	Miscellaneous	\$ 100.00	\$ 20.00	\$ 80.00									
13	TOTAL	\$ 1,565.00	\$ 1,455.00	\$ 110.00									
14													
15	INCOME	\$ 2,950.00	Look into new windows										
16	EXPENSES	\$ 1,455.00											
17	SAVINGS	\$ 1,495.00											
18													
19													
20													
21													
22													

