



Name Box

Figure 2

Formula Bar

Figure 3

	A	B	C
1	Monthly Budget		
2	Item	Amount	Comments
3	Rent	800	June 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	VACATION CLUB		
16	SAVINGS		

	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	VACATION CLUB				
16	SAVINGS				

Figure 4

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.