

# Personal Budget

## Assignment:

Using Microsoft Excel, you are to create a six-month personal budget with a minimum of six expense categories per month. Pretend you are out of school, living on your own. Your monthly income shall be \$3000.00. One expense category must be **Savings**. Your budgeted expenditures should equal your income.

## Step by Step Directions:

1. Open Microsoft Excel – in the *Page Layout* ribbon, click to Print Gridlines.
2. In cell A1, type the title: **Personal Budget**
3. Select cells A1 – H1 and click the Merge & Center icon on the *Home* ribbon
4. In cells A3 – A8, list your six expense categories.
5. In cells B2-G2, list this month and the five following months.
6. Click on the “A” column header and make the selected text bold.
7. Click on the row “2” header and make the selected text bold.
8. In cells H2 and A9, type: **Total:**
9. Total the rows and columns using the formulas explained below:
  - a) Click on cell H3 and use the Sum formula to total the row.
    1. Sum formula: type **=sum(** then click and drag through cells B3 – G3 then type **)** and hit enter.
    2. Click on cell H3 again, then hover your cursor over the small black square in the bottom right corner of the cell until the cursor changes.
    3. Click on it and drag down through cell H9 and release. (This copies the formula to all of the rows of your ledger).
  - b) Click on cell B9 and use the Sum formula to total the column.
    1. Type: **=sum(** then click and drag through cells B3 – B8 then type: **)** and hit enter.
    2. Click on cell B9 again, then hover your cursor over the small black square in the bottom right corner of the cell until the cursor changes.
    3. Click on it and drag across through cell G9 and release. (This copies the formula to all of the columns of your ledger).
10. Select the block of cells from B3 to H9 by clicking and dragging across. Then format them as currency by clicking the “\$” icon on the *Home* ribbon.
11. Now fill in the middle cells representing your expense in each category for each month. Make sure that your total monthly expenditure equals exactly \$3000.00.
  - a) Some expenses will be the same month to month, and others will change.
12. Spend some time using text and cell formatting options to make your ledger look cool.
13. List your MLA ID information in cells A11-A14.
14. Do NOT exceed one page.