

Intermediate Excel



**Plainfield Public Library
Computer Training**

Creating a Budget

One of Excel's functions is as a calculator and can do many types of arithmetic functions. Below is a sample family budget. Type in the information you see below:

	A24							
	A	B	C	D	E	F	G	H
1		Jan.	Feb.	Mar.	Apr.	May	Jun	Total
2	Income							
3	My Salary	3000	3000	3000	4000	4000	4000	
4	Other	300	300	300	300	300	300	
5	Total							
6								
7	Expenses							
8	Rent/Mortg	900	900	900	900	900	900	
9	Loans	500	500	500	500	500	500	
10	Car Insuranc	120	120	120	120	120	120	
11	Food	350	350	350	350	350	350	
12	Entertainm	100	100	100	150	150	150	
13	Clothes	200	200	300	150	200	150	
14	Taxes	0	1500	0	0	1500	0	
15	Phone	60	60	60	60	60	60	
16	Cell	60	60	60	80	80	80	
17								
18	Total							
19								
20								
21								
22								

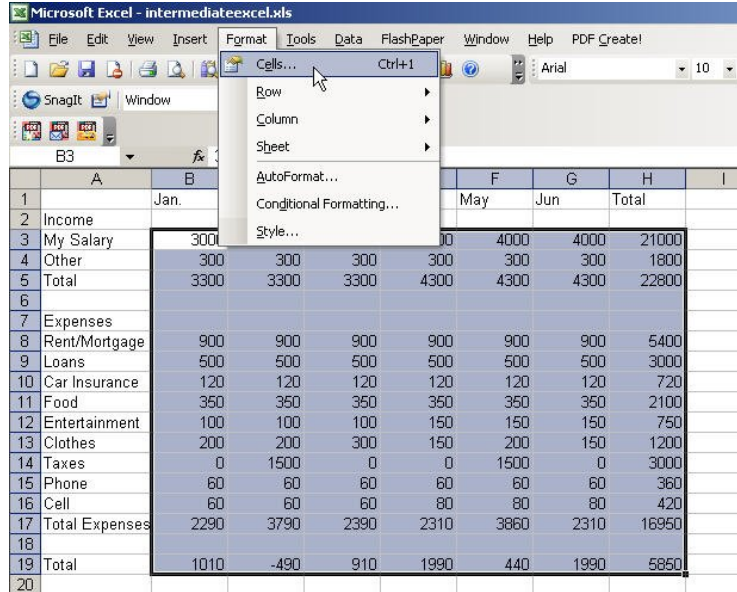
Formula Rules and using AutoSum

=sum(A1+A5)

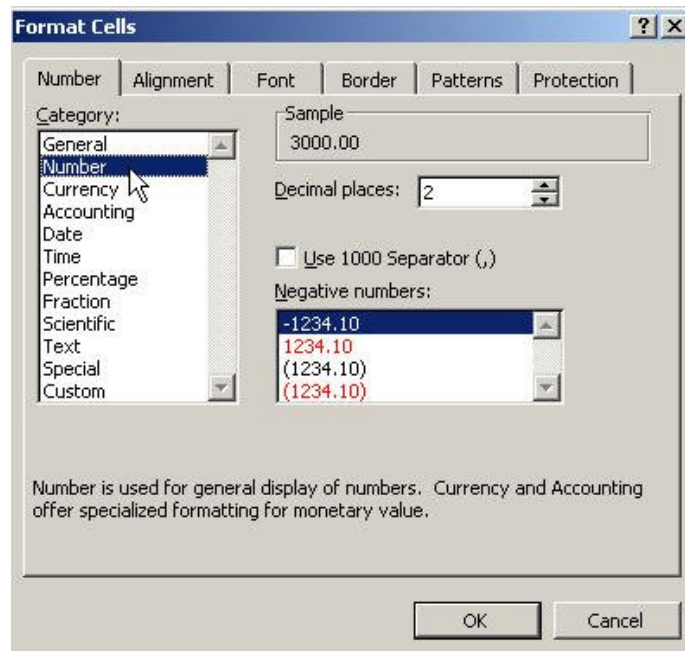
The first part of the formula =sum is called the operation. In this case we are summing or adding two numbers. A1 represents the first cell where the first number is located. A5 is the second cell where the second number is located and they are separated by the plus + symbol. Finally, you finish the formula by closing it with the parenthesis.

Let's look at an example on the next page.

In the toolbar click on Format and then Cells:

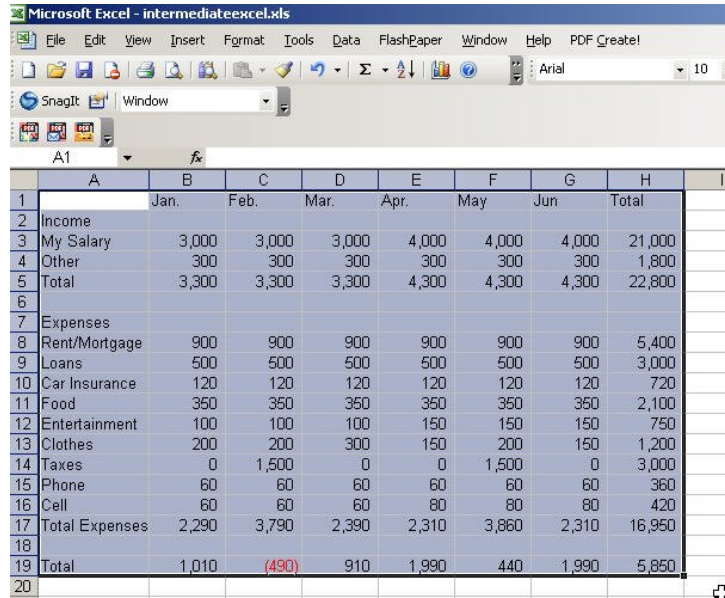


Click on Number, change the number of decimal places to 0, click in the box that says Use 1000 Separator (,) and click on the red (1234.10) then click OK.



Auto Format

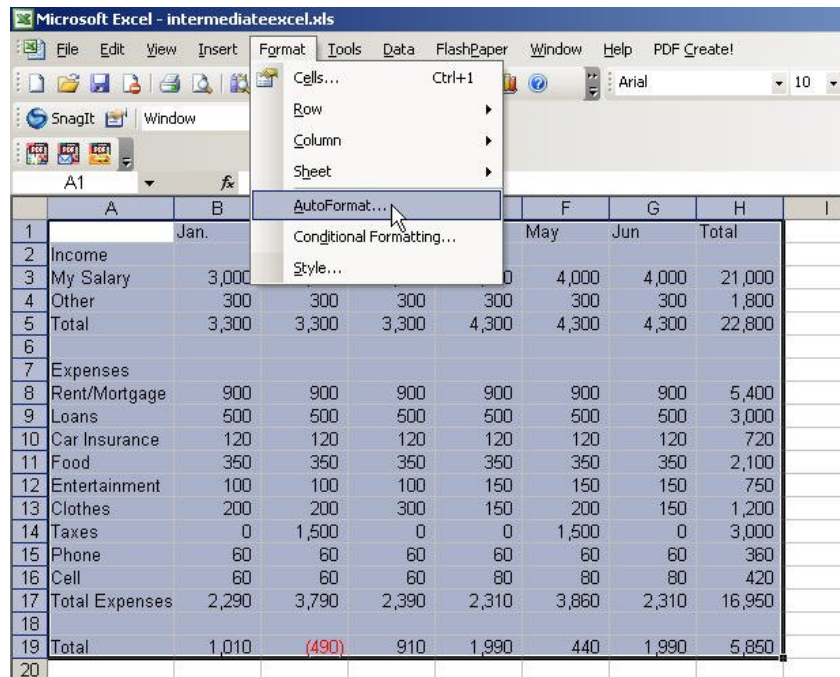
Highlight the entire spreadsheet.



The screenshot shows a Microsoft Excel window titled "Microsoft Excel - intermediateexcel.xls". The menu bar includes File, Edit, View, Insert, Format, Tools, Data, FlashPaper, Window, Help, and PDF Create!. The toolbar contains various icons for file operations and editing. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I
1		Jan.	Feb.	Mar.	Apr.	May	Jun	Total	
2	Income								
3	My Salary	3,000	3,000	3,000	4,000	4,000	4,000	21,000	
4	Other	300	300	300	300	300	300	1,800	
5	Total	3,300	3,300	3,300	4,300	4,300	4,300	22,800	
6									
7	Expenses								
8	Rent/Mortgage	900	900	900	900	900	900	5,400	
9	Loans	500	500	500	500	500	500	3,000	
10	Car Insurance	120	120	120	120	120	120	720	
11	Food	350	350	350	350	350	350	2,100	
12	Entertainment	100	100	100	150	150	150	750	
13	Clothes	200	200	300	150	200	150	1,200	
14	Taxes	0	1,500	0	0	1,500	0	3,000	
15	Phone	60	60	60	60	60	60	360	
16	Cell	60	60	60	80	80	80	420	
17	Total Expenses	2,290	3,790	2,390	2,310	3,860	2,310	16,950	
18									
19	Total	1,010	(490)	910	1,990	440	1,990	5,850	
20									

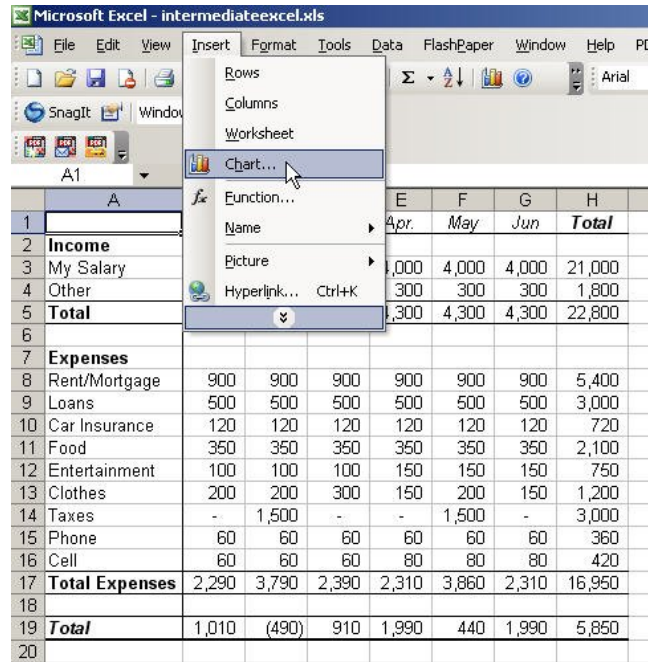
Click on Format and then AutoFormat.



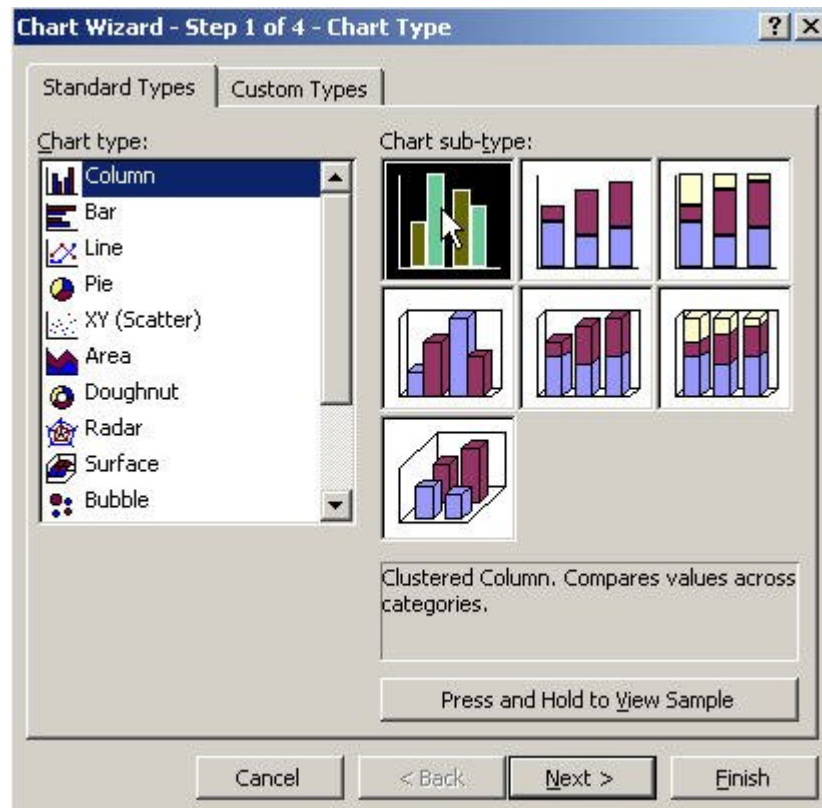
The screenshot shows the same Microsoft Excel window as above, but with the "Format" menu open. The menu options are: Cells... (Ctrl+1), Row, Column, Sheet, AutoFormat..., Conditional Formatting..., and Style... The "AutoFormat..." option is highlighted by the mouse cursor.

Creating a Chart

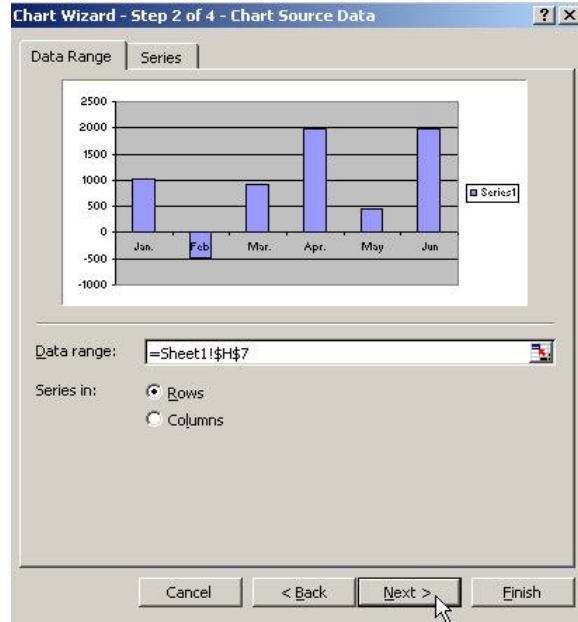
To create a chart click on Insert and then Chart.



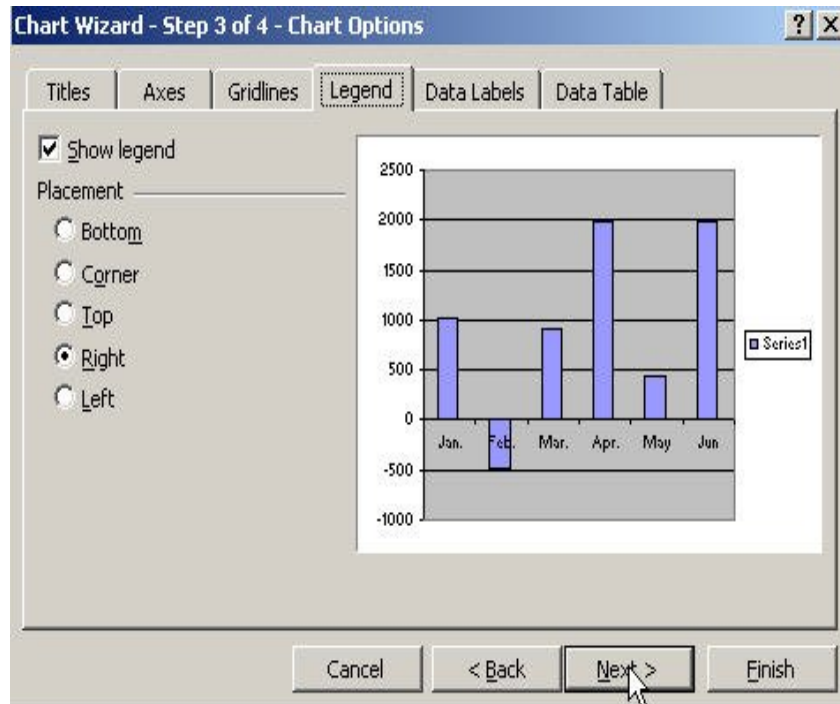
Click on column and then Next.



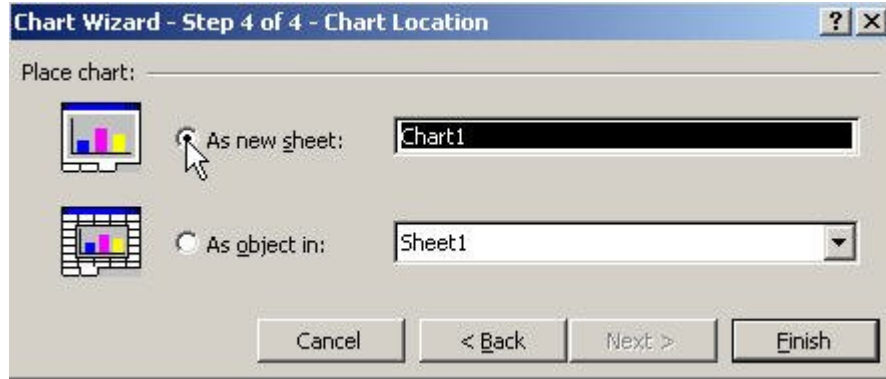
The computer shows you a preview of the chart. Click Next.



You can add or change Titles, Axes, Gridlines, Legend, or Data Labels. Click Next.



Click on As new sheet. Click Finish.



The chart will appear in a new sheet in your workbook called Chart 1.

