

HOW TO BUDGET WITH EXCEL

Rich Malloy, Tech Help Today, 203-862-9411, malloy@techhelptoday.com

Setup

- Open a browser such as Google Chrome or Internet Explorer
- Go to: <http://wp.me/P7Dy8G-y>
- Click the link for: **Simple_Budget_2017_Draft.xlsx**
- If asked, choose to Save the file
- Open the spreadsheet file
 - You may have to use Windows Explorer (or File Explorer) to:
 - Go to the Downloads folder and
 - Double-click the file:
Simple_Budget_2017_Draft.xlsx

Rename the Sheet tabs

- Rt-click **Sheet1** tab at bottom
- Choose **Rename**
- Enter: **Budget**
- Rt-click **Sheet2** tab at bottom
- Choose **Rename**
- Enter: **Expenses**

TASKS FOR THE BUDGET SHEET:

Add the Missing Labels for Months

- Click cell **B9**
- Drag Fill handle of the active cell to right to fill the empty cells in Row 9

Add the Missing Totals

- Click the center of cell **B10** and continue pressing the mouse button
- Drag your mouse down and to the right to select cells **B10** through **N22**
- In the Home tab, click the button **Autosum**
- Rt-click any selected cell
- Choose: **Format Cells...**
- In the Category box, choose: **Number**
- Set the Decimal places as: **0**
- Check the box: **Use 1000 Separator (,)**
- Click: **OK**

Add a Formula for Net Income

- Click the center of cell **B24**
- Type: **=**
- Click cell **B7**
- Type: **-**
- Click cell **B22**
- Press **Enter**

Format the Numbers

- Click any number in the large table
- In the Home tab, click the button on the left: **Format Painter**
- Click and select cells **B24** through **N24**

Widen the First Column

- Click and drag the vertical line between column labels A and B to the right

Check Spelling

- Click in cell **A1**
- In the Review tab, click **Spelling**
- For each suggested change, click: **Change**

Format the Column Headings (Row 9)

- Select cells **A9** through **N9**
- In the Home tab, click **Cell Styles** (or click the “More” button in the Styles group)
- Click style: **Heading 3**

Format the Totals row (Row 22)

- Select cells **A22** through **N22**
- In the Home tab, click **Cell Styles** (or click the “More” button in the Styles group)
- Click style: **Totals**

TASKS FOR THE EXPENSES SHEET:

Format the list of Expenses as a Table

- Click any cell in the table
- In the Home tab, click: **Format as Table**
- Click **OK** to confirm the cells that will be part of the table
- Choose one of the designs in the Medium group

Format the Dates as “3/14”

- Select all of the Date cells
- Rt-click any date cell
- Choose: **Format Cells...**
- Click the format: **3/14**
- Click: **OK**



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Format the Amounts as Numbers with Commas

- Select all of the Amount cells
- Rt-click any selected cell
- Choose: **Format Cells...**
- In the Category box, choose: **Number**
- Set the Decimal places as: **0**
- Check the box: **Use 1000 Separator (,)**
- Click: **OK**

Add a Column for Month

- Click cell **E3**
- Enter: **Month**
- Click cell **E4**
- Type: **=text(**
- Click cell **A4**
- Type: **, "mmm")**
- Press **Enter**

Insert a PivotTable to Summarize Expenses

- Click any cell in the table
- In the Insert tab, click **PivotTable**
- Click **OK** to confirm the selection of the table
- A new sheet will appear
- On the right, click and drag **Category** into the **Rows** box
- Click and drag **Month** into the **Columns** box
- Click and drag **Amount** into the **Values** box

Rename the new Sheet as "Summary"

- Right click the sheet tab and choose: **Rename**
- Enter: **Summary**

Format the PivotTable numbers

- Click any number in the PivotTable
- In the Analyze tab, click **Field Settings**
- Click the button **Number Format**
- In the Category box, choose: **Number**
- Set the Decimal places as: **0**
- Check the box: **Use 1000 Separator (,)**
- Click: **OK**

Add an expense to the Expense table

- Click the tab for the **Expenses** sheet
- At the bottom of the table enter a new expense
 - Choose a suitable date, category, and amount
 - Use a large amount so that you will see a marked difference in the Summary

Refresh the Summary PivotTable

- Click the tab for the **Summary** sheet
 - Note that the new expense has not changed the PivotTable amounts
- Rt-click any number in the PivotTable
- Choose: **Refresh**
- Note that the new expense is now included
 - The PivotTable must be refreshed after you add new items to the Expenses table