**HOW TO BUDGET WITH EXCEL**

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# Setup

## Open a browser such as Google Chrome or Internet Explorer

## Go to: <bit.ly/budget-project>

## Click the link for: **Simple\_Budget\_Draft**

## If asked, choose to Save the file

## If the **Enable Editing** button appears, click it

## 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\_Draft**

# 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

## On the Budget sheet, click cell **B9**

## Drag the Fill handle at lower right corner of the active cell to the 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**

# Copy the Formula

## On the Budget sheet, click cell **B24**

## Drag the Fill handle at lower right corner of the active cell to the right to fill cells **C24** through **N24**

# Widen the First Column

## Click and drag the vertical line between column labels A and B to the right until the width is about 100 pixels

# 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 on the right of 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**

## Choose one of the designs in the Medium group

## Click **OK** to confirm the selected cells

# 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**

# 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

## Click anywhere in the design at the left labeled PivotTable1

## 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

## Rt-click any number in the PivotTable

## Choose **Value 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

# Change the Pivot Table Format

## Click any cell in the pivot table

## In the Design tab, click **Report Layout**

## Choose: **Show in Outline Form**

## Click the cell labeled **Sum of Amounts**

## Enter: **Expenses**

# 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