Excel 2010 for Beginners: Class Exercise

Objective: To create a Monthly Household Budget using Excel.

1. Open Excel
2. Click on cell A1and type the following text: **Monthly Expenses**
3. In cell A2, type: **Expense**
4. In cell B2, type: $ **Amount**
5. In cell A3, type: **Rent**
6. In cell A4, type: **Utilities**
7. In cell A5, enter text: **Groceries**
8. In cell A6, type: **Entertainment**
9. In cell B3, type: **1000**
10. In cell B4, type: **200**
11. In cell B5, type: **300**
12. In cell B6, type: **100**
13. In cell A7, type: **Total**
14. In cell B7, enter a formula to calculate the total $ amount of your expenses: **=SUM(B3:B6)**
15. In cell A9, type: **Income**
16. In cell B9, type: **1800**
17. In cell A10, type: **Savings**
18. In cell B10, enter a formula to calculate your savings**: =B9-B7**
19. Format the numbers in Column B to display as currency
    a. Select cells B3 through B10
    b. Click the **Currency** button on the "Number" menu of the Home tab $
20. Format your budget to make it prettier:
    a. Select the entire worksheet and change the font to Verdana
    b. Select cell A1, change the font size to 16 and then **bold** the text

      c. **Bold** the text in cells A2 and B2

      d. Change the width of columns A and B so that all text displays

      e. Select the block of cells from A3 to B7, click the "border" button and choose "All Borders" from the menu

      f. Change the font color of the text in cell B7 to red

21. Create a pie chart of your monthly expenses

    a. Highlight cells A1through B6 (the cells to be displayed in the graph)

    b. Find the "Insert" tab on the Ribbon

    c. In the "Charts" area select "Pie"

    d. Choose "Exploded Pie in 3-D"

22. Move the chart down the page until it doesn't cover existing text

23. Resize the chart to make it larger

24. Change the title of the chart to "Monthly Expenses"

23. Right click on the worksheet tab titled "Sheet1", choose "Rename" and type "Budget"

24. Save your work and close Excel