


Excel 2016 for Beginners:

Class Exercise

Objective: To create a monthly household budget using Excel.

1. Open Excel
2. Click on cell A1 and 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: **Bills**
7. In cell A5, enter text: **Food**
8. In cell A6, type: **Other**
9. In cell B3, type: **1500**
10. In cell B4, type: **400**
11. In cell B5, type: **500**
12. In cell B6, type: **200**
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: **2800**
17. In cell A10, type: **Savings**
18. In cell B10, enter a formula to calculate your savings: **=B9-B7**

19. Select the entire worksheet and change the font to Verdana
20. Select cell A1, change the font size to **16** and then **bold** the text
21. **Bold** the text in cells A2 and B2
22. Select cells B3 through B10 and click the currency button (\$) on the “Number” menu of the Home tab
23. Change the width of columns A and B so that all text displays
24. Draw borders around the block of cells from A3 to B7, by highlighting them, clicking the “border” button  and choosing “All Borders” from the drop-down menu
25. Change the font color of the text in cell B7 to red
26. Create a pie chart of your monthly expenses
 - a. Highlight cells A1 through 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 “3-D Pie”
27. Move the chart down the page until it doesn’t cover existing text
28. Resize the chart to make it larger
29. Change the title of the chart to “Monthly Expenses”
30. Right click on the worksheet tab titled “Sheet1”, choose “Rename” and type “Budget”
31. Save your work and close Excel