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