

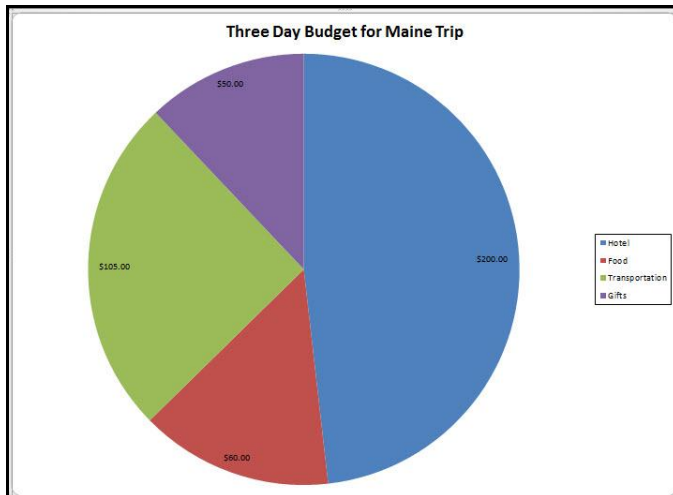
## Create a Budget

How will you ensure that your expenses do not exceed what you planned to invest or spend? You can create a budget to plan your expenditures and earnings. As a family, you can plan an expenditure budget for a holiday trip. In a business, you can make a budget for a business trip, or, for calculating the start-up costs of a new project or for providing an estimate of the profits and expenditures.

Look at the following example:

	A	B	C	D	E
1	<b>Three Day Budget for Maine Trip</b>				
2					
3	<b>Costs</b>	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Subtotal</b>
4	Hotel	\$100.00	\$100.00		\$200.00
5	Food	\$30.00	\$30.00		\$60.00
6	Transportation	\$25.00	\$50.00	\$30.00	\$105.00
7	Gifts		\$50.00		\$50.00
8					
9				<b>Grand Total</b>	<b>\$415.00</b>

**Travel Budget Worksheet Example**



**Travel Budget Chart Example**

As in the example above, a Budget created on the computer typically has:

- A worksheet with Information about the items
- Sum functions
- A pie chart that shows the relationship of each item's expenses to the grand total

Before you begin using the computer to create your budget worksheet, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to Use the Help Guide**.

## Budget

### Steps on How to Create a Budget

#### A. Type Headings to Your Worksheet

1. **Start the spreadsheet software, and open a new, blank worksheet.**

For help, see Spreadsheet Skill 1.1: To start spreadsheets software

2. **Type a worksheet title in cell A1. Change the column widths or merge cells as needed.**

For help, see:

Spreadsheet Skill 4.1: To put words and numbers into a worksheet cell

Spreadsheet Skill 5.6: To change column width

Spreadsheet Skill 5.10: To combine or merge cells

3. **Type “Costs” in cell A3. Then, in the cells directly below, type the items for expense. Make sure you put each item in a different cell. Change the column widths or merge cells as needed.**

For help, see:

Spreadsheet Skill 4.1: To put words and numbers into a worksheet cell

Spreadsheet Skill 4.2: To change or fix information that is already in a cell

Spreadsheet Skill 5.6: To change column width

Spreadsheet Skill 5.10: To combine or merge cells

4. **Type “Day 1” in cell B3, “Day 2” in cell C3, “Day 3” in cell D3.**

For help, see:

Spreadsheet Skill 4.1: To put words and numbers into a worksheet cell

Spreadsheet Skill 4.2: To change or fix information that is already in a cell

5. **Save your work.** Make sure you save your work after every couple of steps you complete.

For help, see Spreadsheet Skill 1.8: To save a spreadsheet

#### B. Type Estimated Expenses

1. **In the cells below the column headings, type the amount of money that a person could expect to spend each day on the items you typed in Column A.** Make sure you type this information in the correct cells.

For help, see Spreadsheet Skill 4.1: To put words and numbers into a worksheet cell

2. **Save your work.**

#### C. Show Numbers as Currency

1. **Format the numbers in columns B, C, D and E so they look like money or currency.**

For help, see Spreadsheet Skill 4.9: To show numbers as decimals, currency, and percentages

2. **Save your work.**

## D. Insert Formulas

1. In cell E3, type "Subtotal". Then, in the cell below, insert a Sum function to add the Day 1, Day 2 and Day 3 costs for the first item in your list.

For help, see Spreadsheet Skill 7.1: To sum or add the numbers in a row or column

2. Fill the Sum function down so there is a subtotal for each cost in column A.

For help, see Spreadsheet Skill 7.10: To copy and paste a math sentence or formula

3. Click the empty cell two rows below the last cost amount in column D. Type the words "Grand Total", and change the column width as needed.

For help, see:

Spreadsheet Skill 4.1: To put words and numbers into a worksheet cell

Spreadsheet Skill 5.6: To change column width

4. In the empty column E cell to the right, insert a Sum function that totals all of the item subtotals in the final column. This is the total amount of money that one person can plan on spending while visiting another town for three days.

For help, see Spreadsheet Skill 7.1: To sum or add the numbers in a row or column

5. Save your work.

## E. Change the Look of Worksheet

1. Change the look of information however you wish. You might especially want to make the worksheet title, the column labels, the cost names and the grand total information stand out.

For help, see:

Spreadsheet Skill 5.1: To change the letter design, or font, of words and numbers

Spreadsheet Skill 5.2: To make words and numbers bigger or smaller

Spreadsheet Skill 5.3: To change the style of words and numbers

Spreadsheet Skill 5.8: To add borders to cells, rows, columns, and worksheets

Spreadsheet Skill 5.9: To add background color or shading to cells, rows, or columns

2. Try different alignment options to see which one makes the information look good. If needed, make the columns wider.

For help, see:

Spreadsheet Skill 5.6: To change column width

Spreadsheet Skill 5.7: To change the alignment of information within a cell or cells

3. Save your work.

## F. Insert a Pie Chart

1. Select the cost names in column A, hold down the Control key, and then select the subtotal costs in column E. Then, insert a pie chart to show the relationship of each type of cost to the grand total. Be certain to title your chart and add the values as data labels. When you are done, save the chart as a new sheet.

For help, see Spreadsheet Skill 8.2: To make a pie chart that shows the relationship of parts to a whole

## Budget

2. Save your work.

### G. Budget Challenge (Optional)

1. Select all of the rows containing information (from row 3 to the grand total row). Change the look of the table by applying an AutoFormat. Change the look of the words and numbers in the chart. You can also change the colors of the different pie slices.

For help, see:

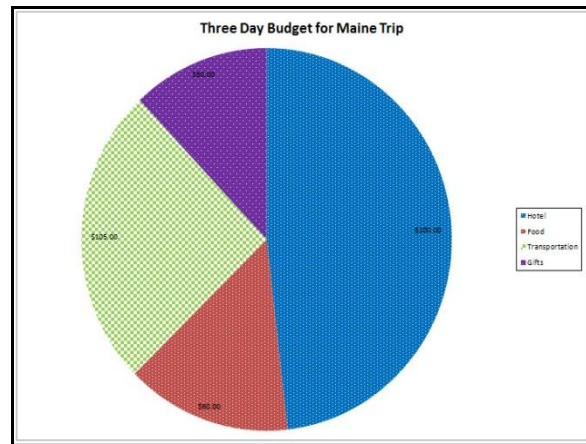
Spreadsheet Skill: 5.11: To apply an AutoFormat to a worksheet

Spreadsheet Skill 8.8: To change the colors of the slices in a pie chart

**Note:** When applying the AutoFormat, avoid selecting the top row containing the worksheet title. Explore a few AutoFormats before picking the one you want to use.

2. Save your work.

	A	B	C	D	E
1	<i>Three Day Budget for Maine Trip</i>				
2					
3	<i>Costs</i>	<i>Day 1</i>	<i>Day 2</i>	<i>Day 3</i>	<i>Subtotal</i>
4	<i>Hotel</i>	\$100.00	\$100.00		\$200.00
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6	<i>Transportation</i>	\$25.00	\$50.00	\$30.00	\$105.00
7	<i>Gifts</i>		\$50.00		\$50.00
8					
9	Grand Total				\$415.00



Travel Budget Worksheet Challenge Example

Travel Budget Chart Challenge Example

## Review Your Work

Look over your budget worksheet. Make sure it has the following elements:

- A worksheet with Information about your items
- Sum functions
- A pie chart that shows the relationship of each item's expenses to the grand total

If any elements are missing, add them to the worksheet now. You should also make other desired changes. Remember to **save your work** when you are finished.

## Optional: Print Your Budget Worksheet

1. **Preview your budget worksheet before you print it. Set up the document so it prints sideways, or landscape.**

For help, see:

Spreadsheet Skill 1.2: To use the Menu (Ribbon) bar

Spreadsheet Skill 1.3: To use the Standard (Quick Access) toolbar

Spreadsheet Skill 9.3: To setup a spreadsheet to print sideways, or landscape

2. **Print your budget worksheet.**

For help, see Spreadsheet Skill 9.1: To print a worksheet

3. **To select more than one copy you want to print, click the up arrow in the Number of copies list.**

**Note:** For Microsoft® Office 2010 users, click the up arrow in the **Copies** list.

**Note:** By default, the number of copies to be printed is 1. Just click on the up arrow for more than one copy to print. Click on the down arrow for lesser number of copies to print.

4. **Click OK or click Print.**