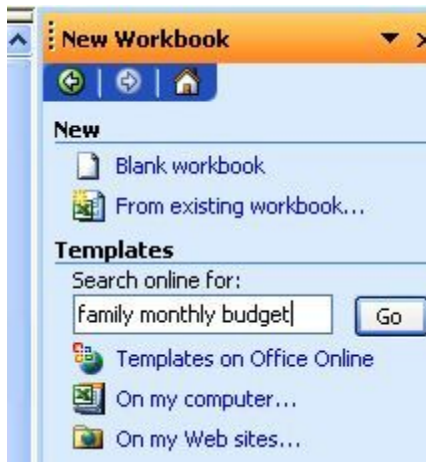


Setting up a Family Budget with Microsoft Office Excel 2003



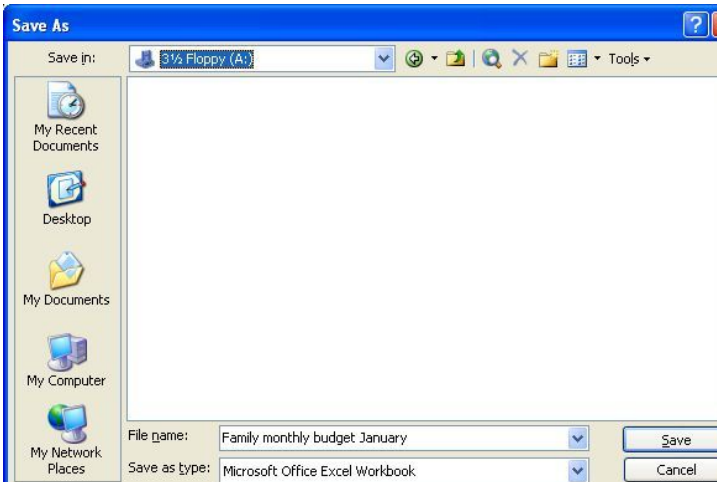
- ❖ Please note: This help sheet was created specifically for Microsoft® Office Excel 2003.
- ❖ Double-click the Microsoft® Office Excel icon to start the program.

- ❖ Click on File, New to display the New Workbook task pane.
- ❖ In the Search online for: text box, type **family monthly budget**.
- ❖ Click on Go. Microsoft will display a list of templates.
- ❖ Click on the Family Monthly Budget link.
- ❖ Click on Download. It may take a minute for the template to display.

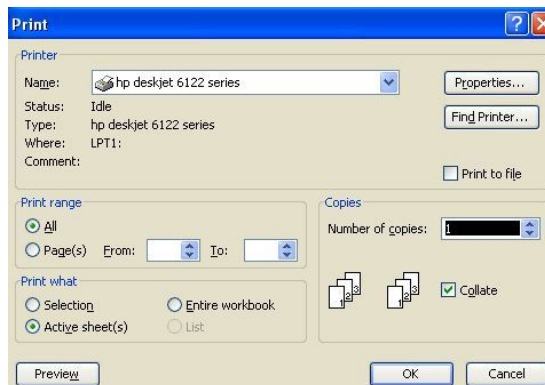
	A	B
1	Family Monthly Budget	
2		
3		Total Projected Cost
4		\$1,195
5		
6		Projected Cost
7	Housing	
8	Mortgage or rent	\$1,000
9	Second mortgage or rent	\$0
10	Phone	\$54
11	Electricity	\$44
12	Gas	\$22
13	Water and sewer	\$8
14	Cable	\$34

- ❖ Excel spreadsheets consist of cells, such as B8, where you will type the amount you anticipate paying for mortgage or rent. To change the value from the default \$1,000, click in the B8 cell.
- ❖ Type the amount you expect to pay for mortgage or rent and press <enter>.
- ❖ Continue to change the values in each of the cells for your monthly projected and actual expenses. Type 0 in cells for which you have no projected or actual cost.
- ❖ Be careful to avoid altering the subtotal and total difference cells. These cells contain formula (for example Projected Cost – Actual Cost = Difference). If you accidentally type in a formula cell, click on Edit, Undo to put the formula back. As you type projected and actual costs, you will see the values in the formula cells change automatically.
- ❖ Use the scroll bars at the bottom and side of the spreadsheet window to see more of the spreadsheet.

- ❖ Click on File, Save As to save your document. Save often to avoid losing your work.
- ❖ Insert a disk in the drive. Click on the down arrow to the right of the Save in: list box and locate your drive on the list.
- ❖ Type a name for your file in the File name text box and click on Save.
- ❖ Because your projected monthly expenses will remain the same or similar, you can re-use this same spreadsheet each month, changing only the actual expenses. If you want to keep copies of spreadsheets for each month, give them each a different name when you save them, for example, Family Monthly Budget January.



- ❖ Click on File, Print to print your budget. If you have more than one printer, click on the down arrow to the right of Name to select the appropriate printer. Click on OK to begin printing.
- ❖ Click on File, Save to save your document.
- ❖ Click on File, Exit to close Excel.



- ❖ If you want to re-use your spreadsheet at a later time, insert the disk in the drive.
- ❖ Double-click the Microsoft Office Excel icon to start the program.
- ❖ Click on File, Open.
- ❖ Click on the down arrow to the right of the Look in: list box and locate your drive on the list.
- ❖ Highlight the file name and click on Open.
- ❖ You can now use Save As to give the spreadsheet a new name (for example, Family Monthly Budget February) before editing it.
- ❖ Make changes to the spreadsheet as necessary.
- ❖ Click on File, Save to save your document.
- ❖ Click on File, Exit to close Excel.

