

Career Day Presentation

Prepared by: Janine Tiffany

Topic: Basic Excel Budget

Materials: Microsoft Excel 2019 or 365

Preparation: Instructor could prepare a partial spreadsheet ahead of time or have students work on the spreadsheet in class together

Activity Steps

1. Merge and Center cells A1:F1; Apply Heading 1 cell style to A1:F1
2. Merge and Center A2:F2; Apply Heading 2 cell style
3. Use the Fill handle to fill in the months February – May
4. Put numbers in each of the Expense items or copy across the columns; revise as desired. If done in class, this is a good time to have students participate by suggesting amounts for each month and category
5. Put Heading 3 cell style on cells A5, A14, A16
6. Put shading of choice on month cells
7. In B12, create a formula to add up the cells using individual cell references (example: =B6+b7+b8+b9+b10+b11); point out colors in formula and in cell range
8. In B14, create a formula for your part time job to calculate income for working 20 hours per week with a pay rate of \$12/hour (example: =20*4*12)
9. In C12, create a formula using the SUM function; copy across the remaining columns
10. Apply the Totals cell style to B12:F12
11. Create a formula in B16 to subtract Income minus Total expense; copy across the columns
12. Create an embedded pie chart to graph expense categories for the month of January; move the pie to the right of the months. Point out the legend at the bottom of the chart. If there's time, change some numbers on the spreadsheet to see the pie chart change dynamically.

A screenshot of the completed spreadsheet is shown on the next page.

File Home Insert Page Layout Formulas Data Review View Help Team Tell me what you want to do

Clipboard Font Alignment Number Styles Cells Editing

File for video.xlsx - Excel

Sign in

Calibri 15 A A

General

Conditional Formatting Format as Table Cell Styles

Insert Delete Format

AutoSum Fill Clear

Sort & Filter Find & Select

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22

A B C D E F G H I J K L M N O P Q R S T

Semester Budget for

Student Name

	January	February	March	April	May
Expenses					
Rent	500	500	500	500	500
Cell phone	50	50	50	50	50
Books	300				
Food	200	200	200	200	200
Gasoline	75	50	50	75	75
Electricity	35	35	20	20	25
Total expenses	1160	835	820	845	850
Income	960	960	960	960	960
Leftover	-200	125	140	115	110

■ Rent
■ Cell phone
■ Books
■ Food
■ Gasoline
■ Electricity

Sheet1

Select destination and press ENTER or choose Paste

Average: 344.1463415 Count: 58 Sum: 14110

100%