

Handout for MS Excel 2007 - Session 2

Figure 1 - start

	A	B	C	D	E	F
1		January	February	March	AVERAGE	
2	ACTUAL Utilities					
3	ACTUAL Food					
4						

Figure 1 - finish

	A	B	C	D	E
1		January	February	March	AVERAGE
2	ACTUAL Utilities	\$ 50.00	\$ 50.00	\$ 35.00	\$ 45.00
3	ACTUAL Food	\$ 195.00	\$ 200.00	\$ 300.00	\$ 231.67

Figure 2

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Monthly Budget												
2	Item	Budget	Actual	Difference									
3	Rent	\$ 800.00	\$ 800.00	\$ -	May 1st this goes to \$835								
4	Utilities	\$ 40.00	\$ 50.00	\$ (10.00)									
5	Transportation	\$ 50.00	\$ 60.00	\$ (10.00)									
6	Food	\$ 150.00	\$ 195.00	\$ (45.00)									
7	Medical	\$ 25.00	\$ 25.00	\$ -									
8	Clothing	\$ 75.00	\$ 50.00	\$ 25.00									
9	Leisure	\$ 200.00	\$ 130.00	\$ 70.00									
10	Insurance	\$ 50.00	\$ 50.00	\$ -									
11	Loans	\$ 75.00	\$ 75.00	\$ -									
12	Miscellaneous	\$ 100.00	\$ 20.00	\$ 80.00									
13	TOTAL	\$1,565.00	\$1,455.00	\$ 110.00									
14													
15	INCOME	\$2,950.00	Look into new windows										
16	EXPENSES	\$1,455.00											
17	SAVINGS	\$1,495.00											
18													
19													
20													
21													
22													

