Excel 1 – Calculate Expenses

This exercise will help the students become familiar with the common tools used in creating business operation worksheets: creating a new workbook, adding data, modifying the layout, adding bold and color, and creating simple formulas.

Instructions:

Download these files: Excel 1 Outline – Expenses.pdf and Expense Problem.pdf

Review: Beginning Spreadsheet Tutorials - Start using Excel, Save and Print, Understanding and using cell references; Add formulas and references

Objectives

- Open a spreadsheet
- Save a workbook
- Add data

- Change column width
- Add bold and color
- Create simple formulas

The spreadsheet must include:

- Add data from document
- Complete all calculations
- Format formulas correctly

- Save and upload workbook

1. Open a new workbook

Excel automatically displays a new blank workbook which contains one or more pages called a worksheet.

1. **Open:** *MS Office 2013 Excel* spreadsheet program

2. **Select:** *Blank Workbook*

3. **Open:** *Expense Problem.pdf* to see the data needed for creating the workbook

Blank workbook
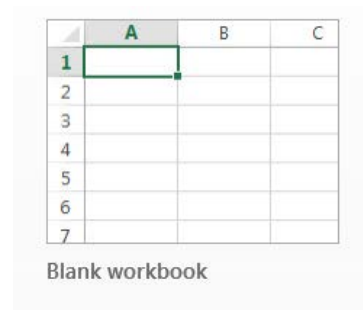
2. Save the spreadsheet

Save the spreadsheet the first time by following these steps:

1. **Click** on the *File* tab; **Click:** *Save As*

2. **Select** or **browse** to a folder you created on the desktop

3. In the *File name* box, **type** a name for the document: **lastname_Excel 1**

4. **Click:** *Save*

Video: Save and print an Excel workbook
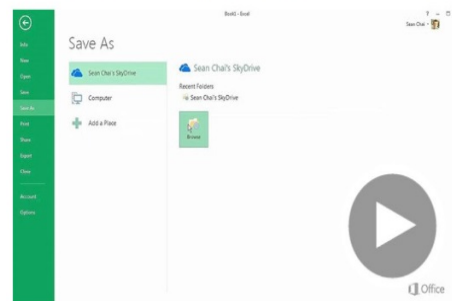
Remember to **Save** (Ctrl+S) as you complete each step.

3. Create the base layout for data

Start the spreadsheet by creating the rows and columns. The first rows and columns usually contain the title of project, headings, or a description of the data being collected.

When you click a cell, the cell address appears just above column A

1. On the worksheet, **select** the empty cell at the far left, top row by **clicking on** it and **type** *Expenses*. This is **cell A1**.
2. Starting at **cell A4: Enter** a description for check #, date, name of company, description of purchase, amount of expenses, deposits, and running total.
3. **Adjust** the *width* of the columns to fit the text.

Adjust width by selecting the line between the columns on the top row.

4. After labeling the columns, **bold** the *headings* and **add** *color* to the row.
5. **Transfer** the *data* from Expense Problem to appropriate columns as per example on right.

4. Formulas

A cell contains either a constant value (text or numbers) or a formula. A formula is an equation that performs mathematical calculations on values in other cells, then places the result in the cell containing the formula.

A formula starts with an = sign, then indicates the cells to be added or subtracted.

Math operators
- Plus (+) sign to add
- Minus (-) sign to subtract
- Asterisk (*) to multiply
- Forward slash (/) to divide

Learn more about creating a simple formula.

5. Use a simple formula

1. **Select**: **cell G6**
2. **Type:** *an equal sign (=).* This tells Excel the cell will contain a formula
3. **Enter** the *cell reference numbers* to be added or subtracted: =G5-E6

   G5 is the starting running total
   E6 is the first expense to subtract from the running total
4. **Press**: *Enter* to run the calculation.

6. Calculate the running total

Create formulas to calculate *the running total* for each row.

1. The next formula is: =G6-E7
2. Create a formula for all rows.

For each expense: minus the amount of the expense from the running total from the cell above.

For each deposit: add the amount of the deposit to the running total listed from the cell above.

7. Save your work

Click: **Save As** on the *Quick Access Toolbar*, or press Ctrl+S as you complete each step.

8. Upload the completed workbook to Excel 1 - Expenses

1. **Click:** *File > Save*

After completion save the file one more time and upload the file to this assignment:

1. **Click:** on the *title*
2. **Select**: *Add Submission*
3. **Drag and drop** the *file* into the box, or **select** the *file* to upload
4. **Select:** *Save Changes*