

Personal Budget Task

Introduction: Creating a Personal Budget Spreadsheet

1. Spreadsheets are very useful in keeping track of large amounts of data that include numbers and costs.
2. Spreadsheets can also present the data in a way that is clear and easy to understand.
3. You can perform calculations to summarise the data.
4. The data can also be presented as a chart to make the information even clearer.
5. The formatting of the spreadsheet can also improve the clarity and presentation.

Task:

1. Use the spreadsheet template you have been given.
2. Save the template spreadsheet and change the file name.
3. Change the formatting of the spreadsheet to personalise it.
4. Enter your own budget data. Use the example personal budget sheet if you do not have this readily available. The example will give you the right idea but modify the data so that it is closer to your own costs.
5. Enter a formula to total the columns where shown.
6. Create a column chart to display the Home Totals for each month.
7. Make sure your name is on your Personal Budget Spreadsheet.
8. Print it off in landscape making sure it fits onto one page.