Making a Budget Step by Step in Excel 2010

**Step 1:**
Type MY BUDGET into cell A1 (Use all capital letters).
Then hit the ENTER key. Continue doing this.
INCOME into cell A3 (Use all capital letters)
Job 1 into cell A4
Job 2 into cell A5
Non-taxable income into cell A6
TOTAL INCOME into cell A7 (Use all capital letters)

Point between A and B columns and drag the A column to the right so that all the words will fit in the column.

**Step 2:**
Type Job 1 into cell E1
Hourly wage into cell E2
Hours per week into cell E3
Weekly income into cell E4
Monthly income into cell E5

Point between E and F columns and double click it.
(Excel automatically adjusts the width for the content)

**Step 3:**
Type 10.00 into cell F2
40 into cell F3
=F2*F3 into cell F4

And hit enter key or click

Type =F4*4 into cell F5
And hit enter key or click
You will see these calculation. Excel multiplies the numbers for you.

Step 4:
Click B4, type =, and click F5
And hit enter key or click

This action lets you use a number from another part of the spreadsheet.

This is what you should see.

Step 5:
Type Job 2 into cell I1
   Hourly wage into cell I2
   Hours per week into cell I3
   Weekly income into cell I4
   Monthly income into cell I5
Point between I and J columns and double click it. (Excel automatically adjust width for the content)

Step 6:
Type 8.65 into cell J2
   10 into cell J3
   =J2*J3 into cell J4
And hit enter key or click

Step 7:
Type = into cell J5. Then click J4. Type *4 and hit enter key or click
Step 8:
Click B5, type (=), and click j5
And hit enter key or click

Step 9:
Click B7, click $, and click

Step 10:
Select column B and click $ to add
$ sign.

If you have Non-Taxable income, type
numbers into cell B6. Number of TOTAL
INCOME will automatically update when you
enter key or click

When you are finished with the
income section, your spreadsheet
should look like this one.
**Step 1:**
Type EXPENSES into cell A9 (Use all capital letters). Then hit the ENTER key. Continue doing this.

- House into cell A10
- Gas/Electricity into cell A11
- Water into cell A12
- Garbage into cell A13
- Car payment into cell A14
- Gas for Car into cell A15
- Car Insurance into cell A16
- Bus into cell A17
- Phones/Internet/Cable TV into cell A18
- Food into cell A19
- Clothes into cell A20
- Day Care into cell A21
- Education into cell A22
- Entertainment into cell A23
- Travel/Vacation saving into cell A24
- Phones/Internet/Cable TV into cell A25
- Sending money home into cell A26
- Saving money into cell A27
- Other Expenses into cell A28
- Income Tax into cell A29
- Social Security into cell A30
- TOTAL EXPENSE into cell A31 (Use all capital letters)
- BALANCE into cell A31 (Use all capital letters)
Type all numbers into the cells on the column B from your story and facts sheet.

**Examples Here - But Follow Your Budget Story**

**Step 12:**
Click B28 and type following formula

\[ =(B4+B5) \times 0.1 \]

and hit enter key or click

Click B29 and type following formula

\[ =(B4+B5) \times 0.0765 \]

and hit enter key or click

**Step 13:**
Click B30, and click

And hit enter key or click
Step 14:
Click B31 and Type =B7-B30 into the cell 
And hit enter key or click  

You finished the Making a Budget Step by Step in Excel 2007 exercise.
Your Own Budget Using the Formulas

**Step 15:**
Double-click on Sheet2 tab and type your name. Then click on Enter.

**Step 16:**
Click the original sheet tab and click the Select All button on the top left corner of the spreadsheet.

**Step 17:**
Click your named sheet tab. Click cell A1, and click
Step 18:
Click cell F2 and hit Delete key
Click cell I2 and hit Delete key
And select B10 to B27 and hit Delete key to delete all contents. (Make sure to not select B28 through B31 since they contain formulas.)

You cleaned the worksheet for your own budget exercise. Now enter your own information and complete your personal budget. You can show it to the teacher when you are done or keep it for yourself.

Updated on Summer 2011