5.0.3 Creating a Monthly Budget

For help, see the completed example on the following page.

Step 1: Enter and format text

Cell	Text to type in	Formatting
A1	Monthly Income	Bold
A2 through A19	Your income categories	N/A
C1	Monthly Expenses	Bold
C2 through C19	Your expense categories	N/A
E1	Balance	Bold

Step 2: Enter and format numbers

Cell	Text to type in	Formatting
B2 through B19	Your income amounts	Currency
D2 through D19	Your expense amounts	Currency

Step 3: Enter and format formulas

Cell	Formula	Formatting
B20	AutoSum	Currency
D20	AutoSum	Currency
E20	=B20-D20	Currency and Bold Red if negative and Green if positive

Step 4: Format borders

With your mouse, click on cell A1 and drag until your mouse pointer is on cell E20. Release your mouse. You should have the table highlighted in blue. Under the Home/Font group, find the borders icon. Use the drop down menu to choose All Borders.

	A	B	C	D	E
1	**Monthly Income**	**Amounts**	**Monthly Expenses**	**Amounts**	**Balance**
2	Salaried Work	$3,886.00	Car Payment	$ 350.00	
3	IRA Distribution	$ 200.00	House Payment	$1,050.00	
4	Contract Work	$ 600.00	Phone	$ 160.00	
5			Utilities	$ 350.00	
6			Grocery Store	$ 400.00	
7			Gasoline	$ 300.00	
8			Car Insurance	$ 100.00	
9			Toll Road	$ 220.00	
10			Personal Maintenance	$ 100.00	
11			Restaurants	$ 300.00	
12			Entertainment	$ 100.00	
13			Babysitters	$ 350.00	
14			Home Maintenance	$ 40.00	
15			Car Maintenance	$ 120.00	
16			Medical	$ 300.00	
17			Pet Medicine	$ 125.00	
18			Gifts	$ 100.00	
19			Loan Payment	$ 250.00	
20		$4,686.00		$4,715.00	$ (29.00)
21					