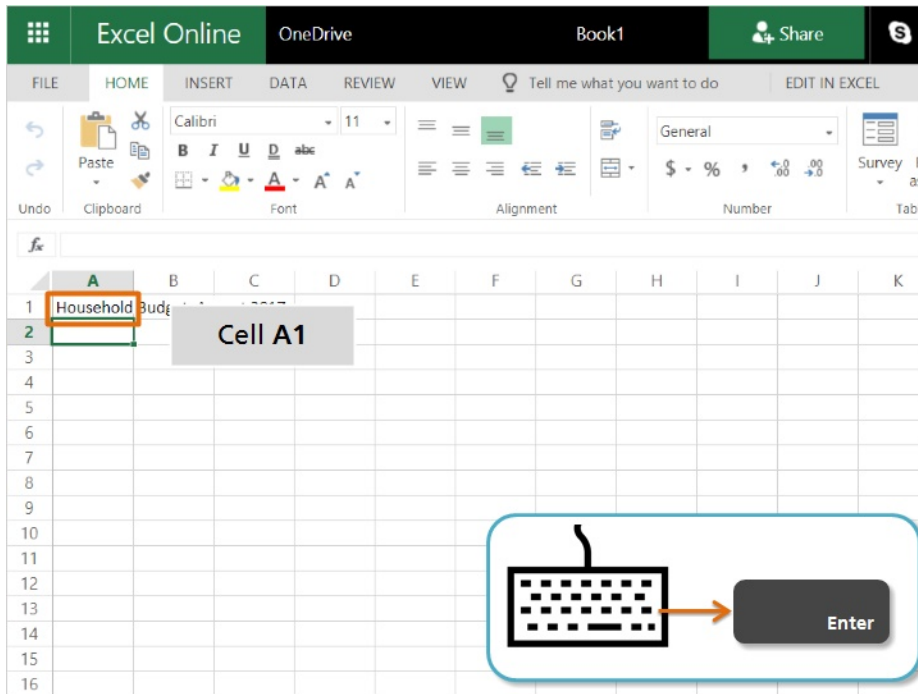


# Organizing a budget in Excel



Let's start organizing our budget information. We've opened Excel Online and have a blank spreadsheet. The document is divided into columns, which are labeled with a letter, and rows which are labeled with a number. Each box where a row and column intersect is called a "cell" and stores individual pieces of information which we call data.

I'll click in the first cell, or cell A1, to select it. Then I'll type the title for this document. Then we'll press "Enter" on the keyboard to move down to Row 2.

Household Budget: August 2017			
Category	Budgeted	Spent	Difference
Food	\$ 250.00	\$ 240.00	\$ 10.00
Health	\$ 175.00	\$ 100.00	\$ 75.00
Housing	\$ 730.00	\$ 735.00	\$ (5.00)
Transportation	\$ 360.00	\$ 360.00	\$ -
Personal	\$ 150.00	\$ 144.00	\$ 6.00
Finance	\$ 10.00	\$ 10.00	\$ -
Other	\$ 75.00	\$ 85.00	\$ (10.00)
<b>Total</b>	<b>\$ 1,750.00</b>	<b>\$ 1,674.00</b>	<b>\$ 76.00</b>
Income	\$ 1,750.00		
Total Savings	\$ 76.00		

This is how our finished budget will look. Your finished budget may have different expense categories and amounts based on where you live and how large your family is.

We list types of expenses on the left. Then we have columns showing our budget and how much we actually spent. The last column calculates the difference between the two.

The screenshot shows the Excel Online interface. The title bar indicates 'Excel Online' and 'OneDrive'. The ribbon includes 'FILE', 'HOME', 'INSERT', 'DATA', 'REVIEW', and 'VIEW'. The 'HOME' ribbon is active, showing options for 'Paste', 'Font', 'Alignment', 'Number', and 'Table'. The spreadsheet has a title 'Household Budget: August 2017' in row 1, column A. Row 2, column A contains the text 'Category'. The cells in column A from row 2 to row 16 are highlighted with an orange border. A callout box in the lower right of the spreadsheet area contains a dark grey box labeled 'Tab' with an orange arrow pointing to a keyboard icon.

In the second row, we'll type labels for each column of our budget. Let's start with "Category". This column will list the expense categories.

To move over to the right, press the "Tab" key on the keyboard. Go ahead and press it now.

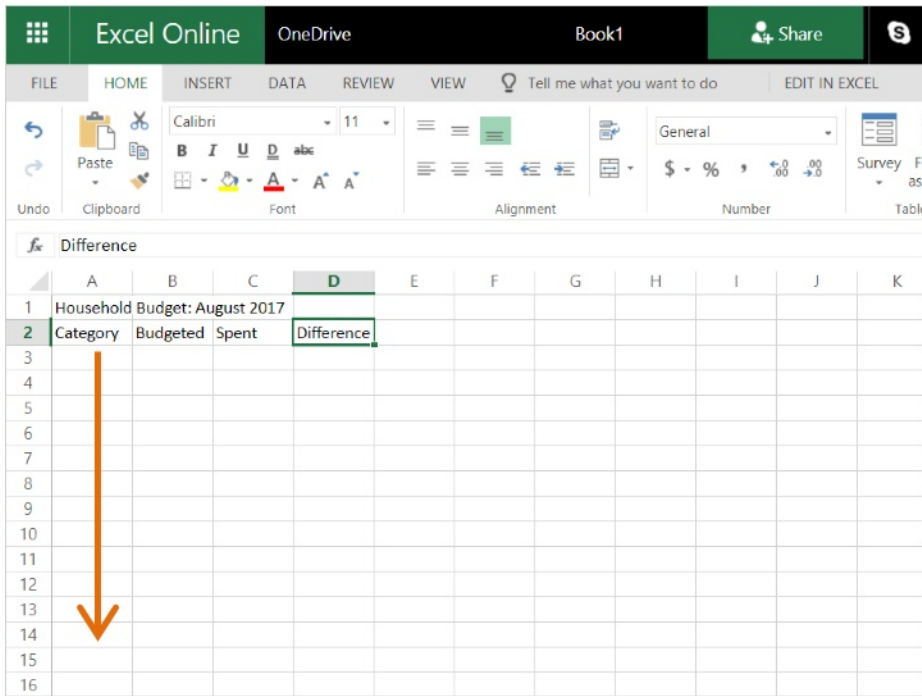
The screenshot shows the Excel Online interface with a spreadsheet titled 'Household Budget: August 2017'. The spreadsheet has the following structure:

	A	B	C	D	E	F	G	H	I	J	K
1	Household Budget: August 2017										
2	Category	Budgeted	Spent	Difference							
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											

The second column will show how much we plan to spend in each category, so we'll type "Budgeted" in this cell.

The third column will show how much we've actually spent.

Finally, we'll use the fourth column to calculate the Difference between what we budgeted and what we actually spent. It will tell us whether we went over or under our budget.



Next we can list our categories in the column on the left. To select a different cell, just click on it.

Excel Online OneDrive Book1 Share

FILE HOME INSERT DATA REVIEW VIEW Tell me what you want to do EDIT IN EXCEL

Undo Clipboard Font Alignment Number Table

Difference

	A	B	C	D	E	F	G	H	I	J	K
1	Household Budget: August 2017										
2	Category	Budgeted	Spent	Difference							
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											

Why don't you try clicking on cell A3 now.

The screenshot shows the Excel Online interface with a spreadsheet titled 'Household Budget: August 2017'. The spreadsheet has the following structure:

	A	B	C	D	E	F	G	H	I	J	K
1	Household Budget: August 2017										
2	Category	Budgeted	Spent	Difference							
3	Food										
4	Health										
5	Housing										
6	Transportation										
7	Personal										
8	Finance										
9	Other										
10	Total										
11											
12											
13											
14											
15											
16											

Great, now I'll list the main categories of expenses. On your budget, you can change these categories to match your expenses.

At the bottom of the list, I'll add a line for our totals.

	A	B	C	D	E	F	G	H	I	J	K
1	Household Budget: August 2017										
2	Category	Budgeted	Spent	Difference							
3	Food	250									
4	Health	175									
5	Housing	730									
6	Transport	360									
7	Personal	150									
8	Finance	10									
9	Other	75									
10	Total										
11											
12											
13											
14											
15											
16											

Now we can type in the amounts that are budgeted for each category into each cell in column B.

We don't have to type the dollar sign or any commas. We'll add those by formatting the cells in the next activity.