3 Excel Lesson – 3 Clothes Shopping Budget

- 1. Go to Page Layout Page Setup Header / Footer Custom Header
 - a. Left Section Type in your name & Grade Right Section click on the date (OK)
- 2. Cell A1 High light to C1 and Merge & Center Shopping Budget
- 3. Cell A5 Type in the name of information listed in Column A
- 4. Cell C5 Place the amounts starting in Column C
- 5. Place the cursor in cell C14 and hit the AutoSum (upper right corner)
- 6. Cell C15 Place the equation = C3 C14
- 7. Formatting Cells: Place the cursor in cell C3 Highlight to C15
- 8. Click the right mouse button and choose Format cells Number Currency
- 9. Chart: Highlight Cell A5 Cell C12 Go to Insert Column 3D
- 10.Place the cursor On the numbers on the left Axes click and choose Format Axes.
- 11. Change major unit from auto to Fixed 3.
- 12.Slide the chart to the left and UNDER CELL 16 make it imbedded.
- 13.Go to Page Layout Page Setup Sheet Click on Gridlines and Row and column headings
- 14.Save first then Printout and Turn in for a grade.

Clothes Exper	\$17.99		
Girls shorts		\$19.99	
Girls Top		\$18.99	
Skirt		\$24.99	

Girls shoes	\$11.99
Girls Socks	\$17.99
Boys Shorts	\$23.99
Boys Shirt	\$9.99

	A	8	C	D	E	F	G	н
1	Shop	oping Budge	t					
2								
з	Allowance		\$150.00					
4								
5	Clothes Expens	25 5	\$17.99					
6	Girls shorts		\$19.99					
7	Girls Top		\$18.99					
8	Skirt		\$24.99					
9	Girls shoes		\$11.99					
10	Girls Socks		\$17.99					
11	B oys Shorts		\$23.99					
12	B oys Shirt		\$9.99					
13								
14	Total Expenses		\$145.92					
15	Mon ey Left Ov	er	\$4.08					
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17	27		_					
18	24							
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