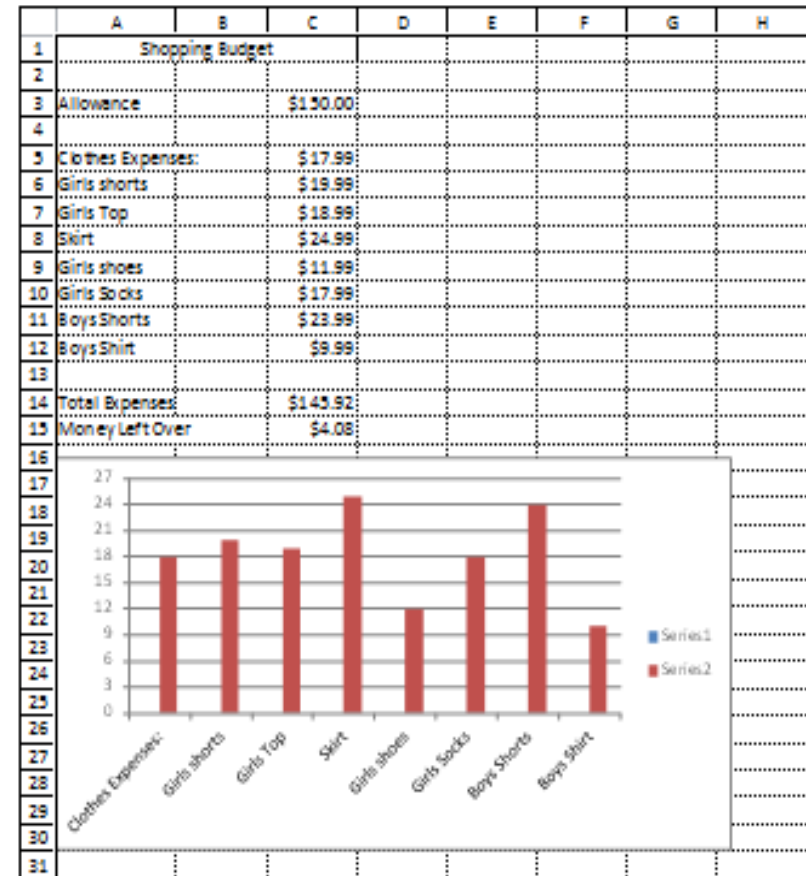


### 3 Excel Lesson – 3 Clothes Shopping Budget

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 Expenses:	\$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