LESSON 2 GOOGLE SHEETS  MY BUDGET

1. Open up google drive and then click on the waffle to find the icon for sheets.
2. Place the words Lesson 2 My Budget and your name in the heading.
3. Place cursor between columns and move the row over when needing more space.
4. When you open up sheets and in the top left cell A1 type in My Budget Font 24
5. In cell A3 type in Categories B3 Amount
6. Highlight Cell B4 to B11. Click on the $ dollar sign so this will be placed for your amounts.
7. Type in the amounts that you see listed below.
8. Cell 11A type in the word TOTAL
9. Cell 11B type in =SUM
10. The spreadsheet will automatically add up the numbers you have listed.
11. Highlight the spreadsheet and look for the border and make the border darker.
12. Highlight the spreadsheet from cell A3 to B11 and change the font to 14 and bold.
13. Place the cursor in cell B11 and use the bucket color yellow.
14. Place this in a folder you have created called EXCEL
15. You can move the spread sheet to this folder by using the folder icon at the top.
16. If you cannot print this out because your printer is not connected, show your teacher your work for a grade.

![Google Sheets Budget Example](image)