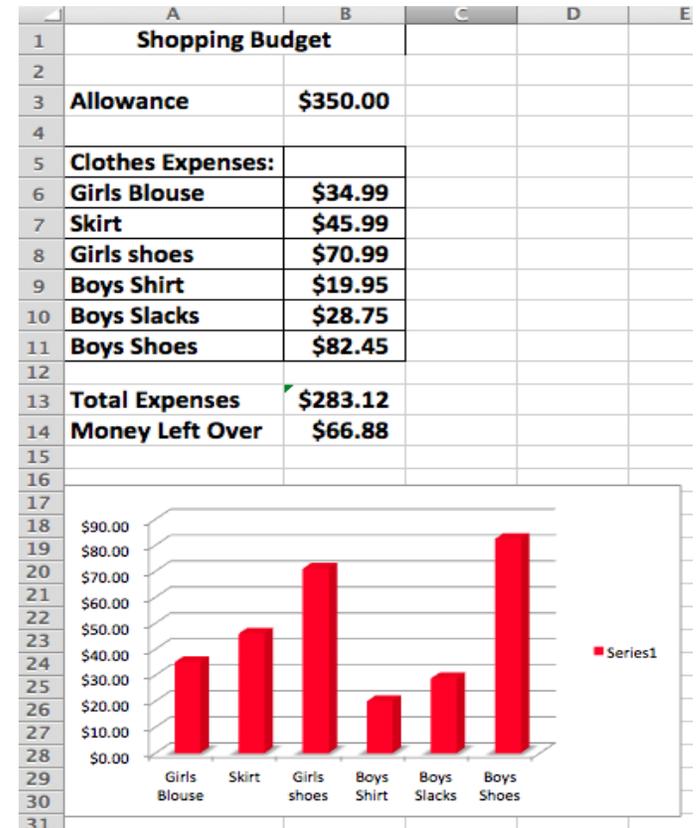


3 Excel Lesson – 3 Clothes Shopping Budget Office 11

1. Housekeeping: Go to Page Layout– Header / Footer – Custom Header
 - a. Left Section Type in your Name & Grade Right Section click on the date 3 spaces & Time (OK) Click on the tab SHEET and then click on Gridlines and Rows and column headings. (OK)
2. Cell A1 High light to C1 and Merge & Center “Shopping Budget”
3. Make Column “A” a little wider.
4. Starting in Cell A3 Type in the information listed in Column A & B Do not type in the numbers for Cells B13 or B14 those are equations.
5. Place the cursor in cell **B13** and find the Auto-sum symbol. You may find it at the top while in the home tab or click on the Formula.
6. Cell B14 Place the equation **= B3 – B13**
7. Formatting Cells: Place the cursor in cell B3 Highlight to B14
8. Hold down the Control button and click the right mouse button and choose Format cells Number – Currency
9. Chart: Highlight Cell A6 – Cell B11 Go to Charts and choose the first one column 3D.
10. Slide the chart to the left and UNDER CELL 16 make it imbedded.
11. Click on a column and change the color to RED.
12. Printout a hard copy and submit to me.



3	Allowance	\$350.00
4		
5	Clothes Expenses:	
6	Girls Blouse	\$34.99
7	Skirt	\$45.99
8	Girls shoes	\$70.99

9	Boys Shirt	\$19.95
10	Boys Slacks	\$28.75
11	Boys Shoes	\$82.45
12		