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 curser 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.*

| | LESSON 2 BUDGET YOUR NAME | ☆ ▪ |
| | File Edit View Insert Format Data Tools Add-ons | |

↶ ↷ 🖶 🖌   100% ▾ $ %   .0 .00   123 ▾   Arial

fx |

	A	B
1	MY BUDGET	
2		
3	CATEGORIES	AMOUNT
4	SAVINGS	$10.00
5	CHARITY	$15.00
6	FOOD	$50.00
7	ENTERTAINMENT	$30.00
8	CLOTHING	$40.00
9	CELL PHONE	$30.00
10	SCHOOL SUPPLIES	$10.00
11	TOTAL	$185.00
12		