Finance Math   March 20ᵗʰ, 2019   Name:_____

Lab Assignment: Budgeting and Spreadsheets

Please use Microsoft Excel OR Google Sheets to create a budget. Use the following guide.

*Be thoughtful and thorough after doing the **appropriate amount of internet research.***

Microsoft Excel… How to…

Task in Microsoft Excel	Directions/Formula
1) Change the column width	
2) Insert/Delete Columns and Rows	Click on row or column heading. Then right click and choose "insert"
3) Format a Cell (borders and shading)	
4) Filling Down (with a series or formulas)	
Formulas	
5) Summing a Column:	
6) Multiply/Divide	
7) Format a cell (Type of Number)	
8) Take a percentage of a number	

Tasks – Due on Friday, March 22ⁿᵈ, 2019

1) Complete a monthly budget. **Include ALL of the commands used above.**
    Save the file to your folder and print out the final version.

2) Check Powerschool… Finish all late/missing homework assignments by March 29th