

Basic Excel

Setting up a basic
Budget Account

	June	July	August	September	October	November	December
Car Insurance							
Car Tax							
Council Tax							
Credit Card							
Insurance - Building							
Insurance - Home Contents							
Phone - Home							
Phone - Mobile							
TV Licence							
Utility - Electricity							
Utility - Gas							
Utility - Water							
Total							
Income							
Balance							

1. Click on **Cell B1** and type **June**, then press the **Enter key** or click on another cell.
2. Click on **Cell B1** again and moving the mouse to the bottom right hand corner of the cell until the cursor changes to a black cross, press and hold the left mouse button, move the cursor to the right to **Cell H1** and the month **December** appears in the cell.
3. Click on **Cell A2** and start typing in the categories that you would like to appear in your excel document.
4. After adding all the items that you can think of miss 2 x rows and type in the word **Total**, press enter.
5. Now type **Income**, press enter.
6. Now type **Balance**, press enter.
7. Yours should now look like the page above.

	June	July	August	September	October	November	December
Car Insurance	£ 180.00	£ 180.00	£ 180.00	£ 180.00	£ 180.00	£ 180.00	£ 180.00
Car Tax	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00
Council Tax	£ 109.00	£ 109.00	£ 109.00	£ 109.00	£ 109.00	£ 109.00	£ 109.00
Credit Card	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00
Insurance - Building	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00
Insurance - Home Contents	£ 15.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00
Phone - Home	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00
Phone - Mobile	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00
TV Licence	£ 36.12	£ 36.12	£ 36.12	£ 36.12	£ 36.12	£ 36.12	£ 36.12
Utility - Electricity	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00
Utility - Gas	£ 45.00	£ 45.00	£ 45.00	£ 45.00	£ 45.00	£ 45.00	£ 45.00
Utility - Water	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00
Total							
Income							
Balance							

1. Click on **Cell B2** and type in the amount for that item
2. Click on **Cell B2** and holding the left mouse button down move the cursor down the page until you get opposite the word **Balance** and everything has been highlighted.
3. Go to and click on the icon that looks like a note with coins on it (holding your mouse cursor over the icon the word “Currency” will appear, all of the amounts should now have a “£” sign in front of them.
4. With the column still highlighted move the mouse to the bottom right hand corner of the cell until the cursor changes to a black cross, press and hold the left mouse button, move the cursor to the right until you get to the **December** column.
5. Yours should now look like the page above.

	June	July	August	September	October	November	December
Car Insurance	£ 180.00	£ 180.00	£ 180.00	£ 180.00	£ 180.00	£ 180.00	£ 180.00
Car Tax	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00
Council Tax	£ 109.00	£ 109.00	£ 109.00	£ 109.00	£ 109.00	£ 109.00	£ 109.00
Credit Card	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00
Insurance - Building	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00
Insurance - Home Contents	£ 15.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00
Phone - Home	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00
Phone - Mobile	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00
TV Licence	£ 36.12	£ 36.12	£ 36.12	£ 36.12	£ 36.12	£ 36.12	£ 36.12
Utility - Electricity	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00
Utility - Gas	£ 45.00	£ 45.00	£ 45.00	£ 45.00	£ 45.00	£ 45.00	£ 45.00
Utility - Water	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00
Total	£ 560.12	£ 560.12	£ 560.12	£ 560.12	£ 560.12	£ 560.12	£ 560.12
Income							
Balance							

1. Click on the cell in column **B** that is to the right of the word **Total** in column **A**.
2. With this cell selected click on the icon that looks like “ Σ ” (AutoSum), the autosum should have highlighted column **B**, press the **Enter** key to complete the task. It should have added all of the amounts in column **B** together.
3. Click on the cell that you have just calculated and move the mouse to the bottom right hand corner of the cell until the cursor changes to a black cross, press and hold the left mouse button, move the cursor to the right until you get to the **December** column and release.
4. Yours should now look like the page above.

	June	July	August	September	October	November	December		Total
Car Insurance	£ 180.00	£ 180.00	£ 180.00	£ 180.00	£ 180.00	£ 180.00	£ 180.00		£ 1,260.00
Car Tax	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00		£ 245.00
Council Tax	£ 109.00	£ 109.00	£ 109.00	£ 109.00	£ 109.00	£ 109.00	£ 109.00		£ 763.00
Credit Card	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00		£ 70.00
Insurance - Building	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00		£ 140.00
Insurance - Home Contents	£ 15.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00		£ 105.00
Phone - Home	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00		£ 175.00
Phone - Mobile	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00		£ 175.00
TV Licence	£ 36.12	£ 36.12	£ 36.12	£ 36.12	£ 36.12	£ 36.12	£ 36.12		£ 252.84
Utility - Electricity	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00		£ 210.00
Utility - Gas	£ 45.00	£ 45.00	£ 45.00	£ 45.00	£ 45.00	£ 45.00	£ 45.00		£ 315.00
Utility - Water	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00		£ 210.00
Total	£ 560.12	£ 560.12	£ 560.12	£ 560.12	£ 560.12	£ 560.12	£ 560.12		
Income									
Balance									

1. Click on **Cell J1** and type **Total**, then press the **Enter key** or click on another cell.
2. Click on the **Cell J2** and with this cell selected click on the icon that looks like “ Σ ” (AutoSum), the autosum should have highlighted row **2**, press the **Enter key** to complete the task.
3. Click on the cell that you have just calculated and move the mouse to the bottom right hand corner of the cell until the cursor changes to a black cross, press and hold the left mouse button, move the cursor to the down the column until you get to your last row of figures.
4. Yours should now look like the page above.

	June	July	August	September	October	November	December	Total
Car Insurance	£ 180.00	£ 180.00	£ 180.00	£ 180.00	£ 180.00	£ 180.00	£ 180.00	£ 1,260.00
Car Tax	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 245.00
Council Tax	£ 109.00	£ 109.00	£ 109.00	£ 109.00	£ 109.00	£ 109.00	£ 109.00	£ 763.00
Credit Card	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 70.00
Insurance - Building	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 140.00
Insurance - Home Contents	£ 15.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00	£ 105.00
Phone - Home	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 175.00
Phone - Mobile	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 175.00
TV Licence	£ 36.12	£ 36.12	£ 36.12	£ 36.12	£ 36.12	£ 36.12	£ 36.12	£ 252.84
Utility - Electricity	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 210.00
Utility - Gas	£ 45.00	£ 45.00	£ 45.00	£ 45.00	£ 45.00	£ 45.00	£ 45.00	£ 315.00
Utility - Water	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 210.00
Total	£ 560.12	£ 560.12	£ 560.12	£ 560.12	£ 560.12	£ 560.12	£ 560.12	
Income	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	
Balance	£ 439.88	£ 439.88	£ 439.88	£ 439.88	£ 439.88	£ 439.88	£ 439.88	

1. Type in to this **cell** your **Income**, then press the **Enter** key or click on another cell.
2. Click back onto the cell that you have just entered your income into and move the mouse to the bottom right hand corner of the cell until the cursor changes to a black cross, press and hold the left mouse button, move the cursor to the right until you get to the **December** column and release.
3. Click on the cell in column **B** that is to the right of the word **Balance** in column **A**.
4. With this cell selected click on the icon that looks like “ Σ ” (AutoSum).
5. Click onto the cell directly above the cell that you selected to calculate using the AutoSum, then press the Minus Key on the keyboard and then select the next amount above the last one that you clicked on, (this should be the Total cell). Press the **Enter** key to complete the task.
6. Click on the cell that you have just calculated and move the mouse to the bottom right hand corner of the cell until the cursor changes to a black cross, press and hold the left mouse button, move the cursor to the right until you get to the **December** column and release.
7. Yours should now look like the page above.

	June	July	August	September	October	November	December		Total
Car Insurance	£ 180.00	£ 180.00	£ 180.00	£ 180.00	£ 180.00	£ 180.00	£ 180.00		£ 1,260.00
Car Tax	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00		£ 245.00
Council Tax	£ 109.00	£ 109.00	£ 109.00	£ 109.00	£ 109.00	£ 109.00	£ 109.00		£ 763.00
Credit Card	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00		£ 70.00
Insurance - Building	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00		£ 140.00
Insurance - Home Contents	£ 15.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00		£ 105.00
Phone - Home	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00		£ 175.00
Phone - Mobile	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00		£ 175.00
TV Licence	£ 36.12	£ 36.12	£ 36.12	£ 36.12	£ 36.12	£ 36.12	£ 36.12		£ 252.84
Utility - Electricity	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00		£ 210.00
Utility - Gas	£ 45.00	£ 45.00	£ 45.00	£ 45.00	£ 45.00	£ 45.00	£ 45.00		£ 315.00
Utility - Water	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00		£ 210.00
Total	£ 560.12	£ 560.12	£ 560.12	£ 560.12	£ 560.12	£ 560.12	£ 560.12	£ 3,920.84	
Income	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00		
Balance	£ 439.88	£ 439.88	£ 439.88	£ 439.88	£ 439.88	£ 439.88	£ 439.88		

1. Click on the cell in the column after **December** and at the end of the **Total** row.
2. With this cell selected click on the icon that looks like “ Σ ” (AutoSum), the autosum should have highlighted the **Total** row, press the **Enter** key to complete the task. It should have added all of the amounts in this row together.
3. If the amount appears as ##### then move the cursor to the letters at the top of the spreadsheet (A B C D E F), the cursor will initially display as a White cross, move the cursor to the right hand line dividing the column that has the ##### in it and the cursor will change to a Black cross with little arrows pointing both left and right, double click on this line and the cell will resize and the correct amount will be shown.
4. Yours should now look like the page above.

	June	July	August	September	October	November	December		Total
Car Insurance	£ 180.00	£ 180.00	£ 180.00	£ 180.00	£ 180.00	£ 180.00	£ 180.00		£ 1,260.00
Car Tax	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00		£ 245.00
Council Tax	£ 109.00	£ 109.00	£ 109.00	£ 109.00	£ 109.00	£ 109.00	£ 109.00		£ 763.00
Credit Card	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00		£ 70.00
Insurance - Building	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00		£ 140.00
Insurance - Home Contents	£ 15.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00		£ 105.00
Phone - Home	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00		£ 175.00
Phone - Mobile	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00		£ 175.00
TV Licence	£ 36.12	£ 36.12	£ 36.12	£ 36.12	£ 36.12	£ 36.12	£ 36.12		£ 252.84
Utility - Electricity	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00		£ 210.00
Utility - Gas	£ 45.00	£ 45.00	£ 45.00	£ 45.00	£ 45.00	£ 45.00	£ 45.00		£ 315.00
Utility - Water	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00		£ 210.00
Total	£ 560.12	£ 560.12	£ 560.12	£ 560.12	£ 560.12	£ 560.12	£ 560.12	£ 3,920.84	
Income	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 7,000.00	
Balance	£ 439.88	£ 439.88	£ 439.88	£ 439.88	£ 439.88	£ 439.88	£ 439.88	£ 3,079.16	

1. Click on the cell that you have just used the AutoSum on and move the mouse to the bottom right hand corner of the cell until the cursor changes to a black cross, press and hold the left mouse button, move the cursor down the column to the **Balance** row and release.
2. Yours should now look like the page above.

	June	July	August	September	October	November	December		Total
Car Insurance				£ 180.00					£ 180.00
Car Tax					£ 35.00				£ 35.00
Council Tax	£ 109.00	£ 109.00	£ 109.00	£ 109.00	£ 109.00	£ 109.00	£ 109.00		£ 763.00
Credit Card	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00		£ 70.00
Insurance - Building	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00		£ 140.00
Insurance - Home Contents	£ 15.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00		£ 105.00
Phone - Home	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00		£ 175.00
Phone - Mobile	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00		£ 175.00
TV Licence	£ 36.12			£ 36.12			£ 36.12		£ 108.36
Utility - Electricity	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00		£ 210.00
Utility - Gas	£ 45.00	£ 45.00	£ 45.00	£ 45.00	£ 45.00	£ 45.00	£ 45.00		£ 315.00
Utility - Water	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00		£ 210.00
Total	£ 345.12	£ 309.00	£ 309.00	£ 525.12	£ 344.00	£ 309.00	£ 345.12	£ 2,486.36	
Income	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 7,000.00	
Balance	£ 654.88	£ 691.00	£ 691.00	£ 474.88	£ 656.00	£ 691.00	£ 654.88	£ 4,513.64	

1. Highlight the **Months** and the word **Total** in row **A** by clicking on Cell B1 and with the cursor shaped like a white cross drag it to the right.
2. Click on the **Centre Text** icon and then the **Bold** icon.
3. Highlight the information in column **A** and then click on the **Bold** icon.
4. Highlight “**Total, Income and Balance**” and then click on the **Align Right** icon.
5. Now remove any **Amounts** that you do not want i.e. you only pay your **Car Tax** once a year so remove all of the other amounts, to do this simply click on the **cell** in question and press the **delete** key on your keyboard.
6. Yours should now look like the page above.

	June	July	August	September	October	November	December		Total
Car Insurance				£ 180.00					£ 180.00
Car Tax					£ 35.00				£ 35.00
Council Tax	£ 109.00	£ 109.00	£ 109.00	£ 109.00	£ 109.00	£ 109.00	£ 109.00		£ 763.00
Credit Card	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00		£ 70.00
Insurance - Building	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00		£ 140.00
Insurance - Home Contents	£ 15.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00		£ 105.00
Phone - Home	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00		£ 175.00
Phone - Mobile	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00		£ 175.00
TV Licence	£ 36.12			£ 36.12			£ 36.12		£ 108.36
Utility - Electricity	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00		£ 210.00
Utility - Gas	£ 45.00	£ 45.00	£ 45.00	£ 45.00	£ 45.00	£ 45.00	£ 45.00		£ 315.00
Utility - Water	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00		£ 210.00
Total	£ 345.12	£ 309.00	£ 309.00	£ 525.12	£ 344.00	£ 309.00	£ 345.12	£ 2,486.36	
Income	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 7,000.00	
Balance	£ 654.88	£ 691.00	£ 691.00	£ 474.88	£ 656.00	£ 691.00	£ 654.88	£ 4,513.64	

1. Lastly add colours and lines using the **Font Colour** icon and the **Borders** icon.

Good luck.