

Excel—Functions

1. Create a new worksheet with the following information→

Summer Expenses					
Expenses	June	July	August	Totals	Average
Rent	500				
Food	400				
Car Insurance	125				
Clothes	150				
Entertainment	120				
Total Expenses					
Income	1350	1380	1275		
Savings					

2. Copy the value for June rent into columns for July and August
3. Estimate additional expenses in the other columns for the remaining items (do not vary more than \$20).
4. Use the sum function—calculate the totals for the Totals columns
5. Use the average function—calculate averages
6. Use the sum function—calculate the totals for each month, including the Totals Column (not Average).
7. Create a formula which will calculate your monthly savings for each month.
8. Average these amounts in the average column
9. Change Summer Expenses to 18 points and bold
10. Change all column headings to 14 points and bold
11. Right align all column headings EXCEPT Expenses.
12. Format all dollar amounts to two decimal places and add \$ to the first row only
13. Add a header and save as expense.
14. Print formulas **and** values