

# Mary Jo's Budget

Overview: In this activity, you will create a budget spreadsheet to keep track of income and expenses on a monthly basis.

**Part A:**

1. Open a new spreadsheet file. Click on File → Page Setup and select landscape.
2. Mary Jo wants to go on a weekend camping trip. The cost of the trip is \$50.00. Can she afford to go? She decides to set up a budget to keep track of her income and expenses, which will help her determine if she has enough money to go on the trip. Set up your spreadsheet so it matches the one below. Use the Currency button to format cells B4 – H16. Enter all the data shown. The cells that have a – (dash) in them mean 0. A 0 must be keyed into these cells.
3. Once you complete the set up, use the formula bar to enter the necessary formulas to ADD the totals of each column and row. Remember that your formula begins with =.

	A	B	C	D	E	F	G	H	I
1	<b>Mary Jo's Budget</b>								
2									
3	<b>Income</b>	Jan	Feb	Mar	Apr	May	June	Total	
4	Job	\$ 40.00	\$ 25.00	\$ 20.00	\$ 50.00	\$ 20.00	\$ 20.00		
5	Allowance	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00		
6	Presents	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ 25.00		
7	Month Total								
8									
9	<b>Expenses</b>								
10	CD's	\$ 15.00	\$ -	\$ 30.00	\$ -	\$ 15.00	\$ 15.00		
11	Movies	\$ 5.00	\$ 10.00	\$ 5.00	\$ -	\$ 15.00	\$ -		
12	Books	\$ 7.50	\$ 3.50	\$ -	\$ -	\$ 10.00	\$ -		
13	Miscellaneous	\$ 15.00	\$ 5.00	\$ 10.50	\$ 3.00	\$ 5.00	\$ 12.00		
14	Gifts	\$ -	\$ 20.00	\$ -	\$ 15.00	\$ 10.00	\$ -		
15	Eating Out	\$ 10.00	\$ 5.00	\$ 5.00	\$ 10.00	\$ 12.00	\$ 5.00		
16	Month Total								
17									
18	<b>Mary Jo's Savings</b>								
19									

4. Calculate Mary Jo's savings for each month and the total saving too. Enter the correct formula begin with =.
5. Make a Column Chart to illustrate her savings each month.
  - a. Select cells A18 through G18
  - b. Click the Chart Wizard button from the Standard Toolbar. Create a column graph.
  - c. Label the X axis *Months*.
  - d. Label the Y axis *Amount*
  - e. Click on the graph and drag it so it is positioned below cell the data on the spreadsheet.
6. Save this exercise. Remember to click off the graphs and print the assignment.