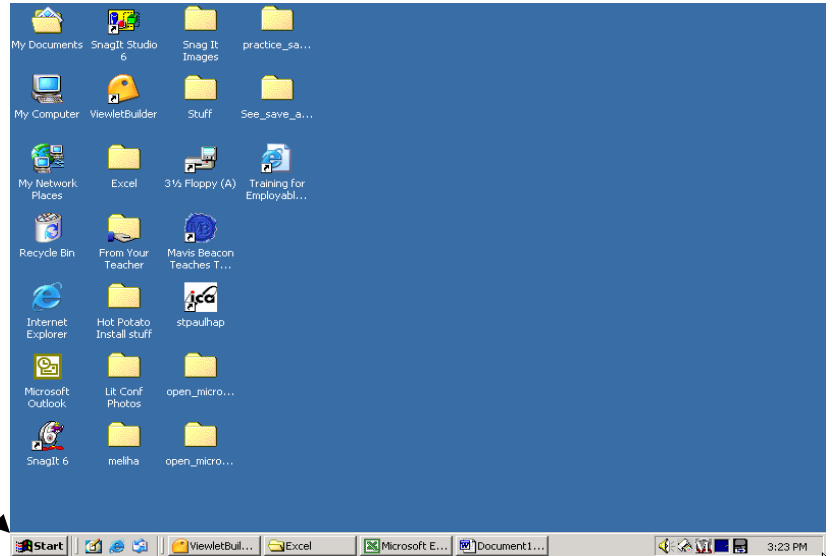
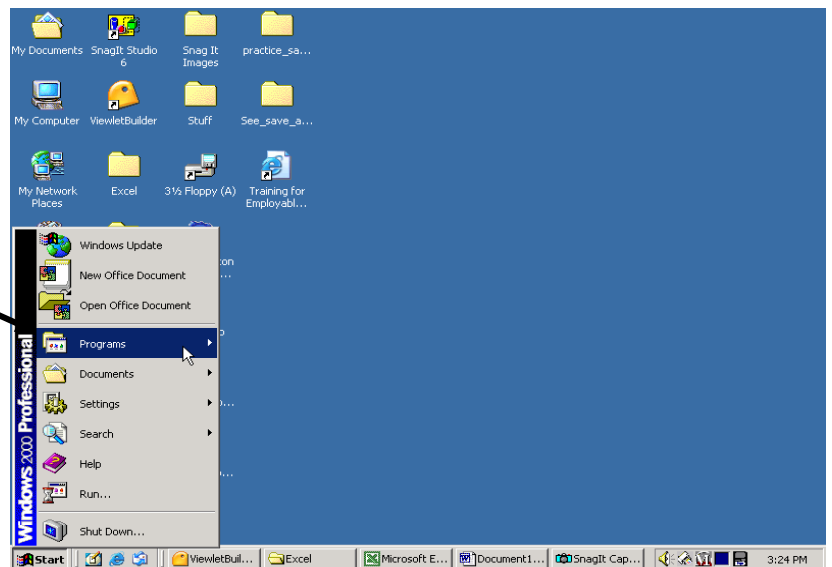


Microsoft Excel: Exercise 3

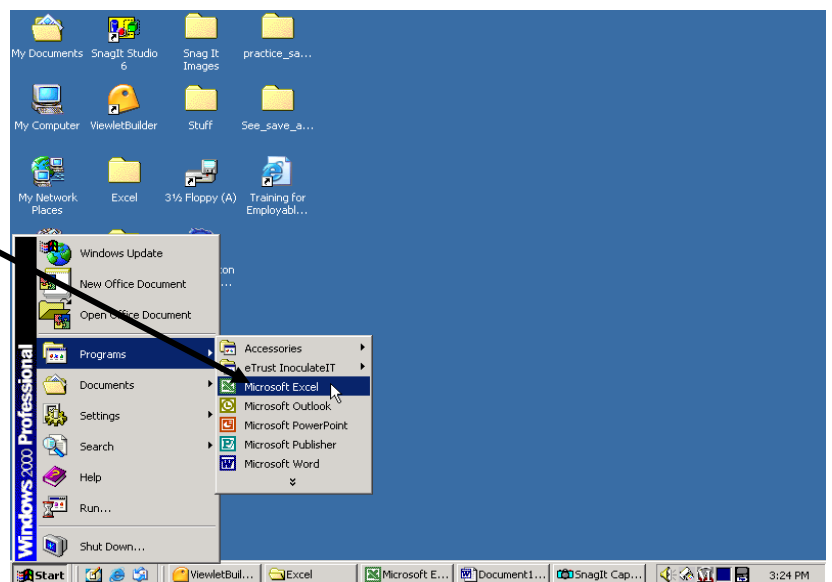
1. Click on START.



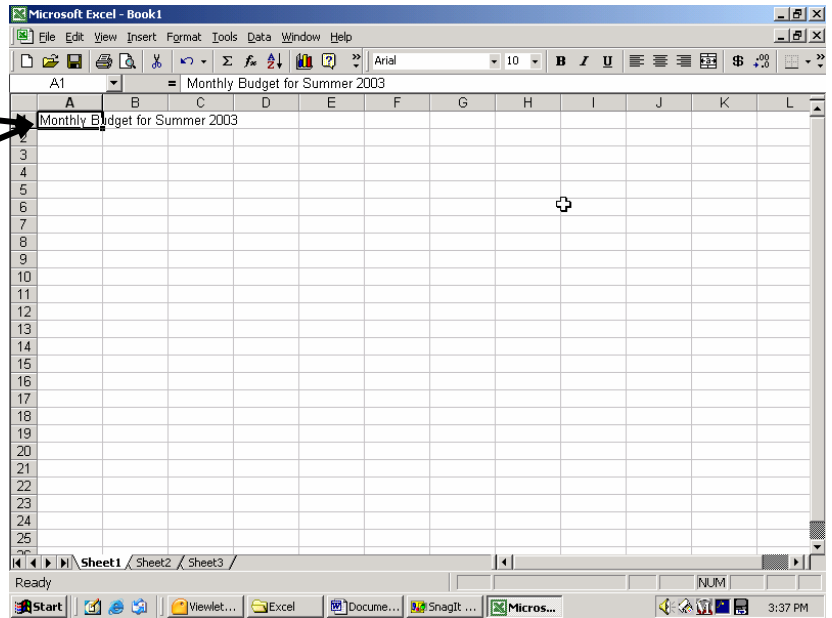
2. Click on PROGRAMS.



3. Click on MICROSOFT EXCEL.



4. Click in cell A1.

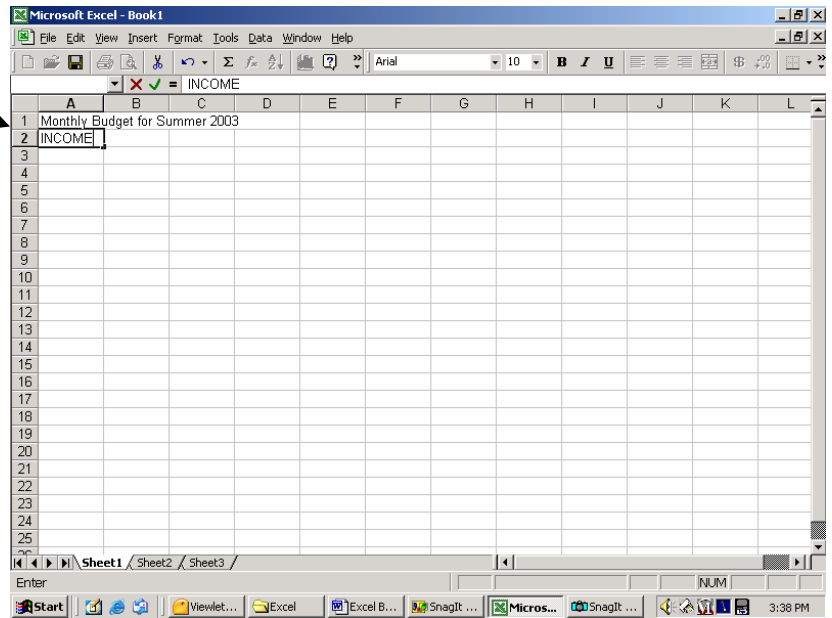


5. Type *Monthly Budget for Summer 2003*

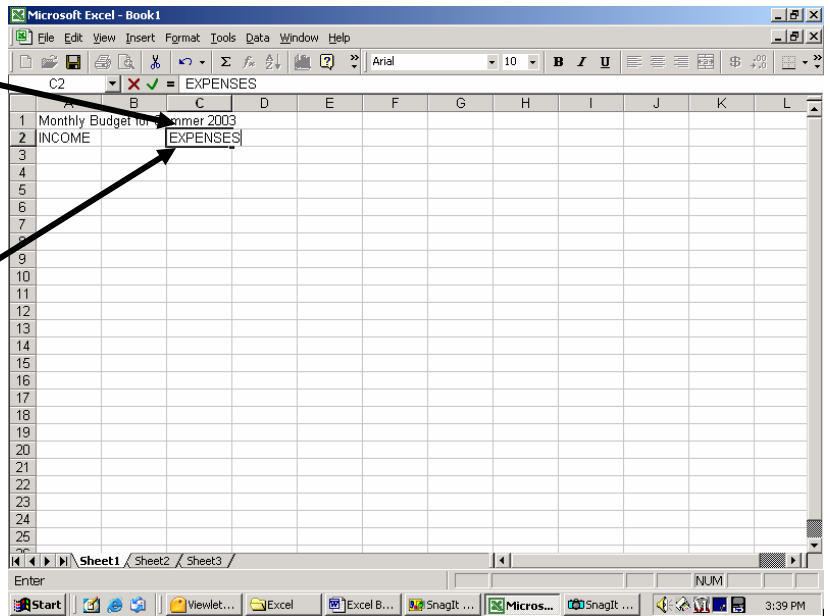
6. Press the down arrow key.



7. Type *INCOME*.

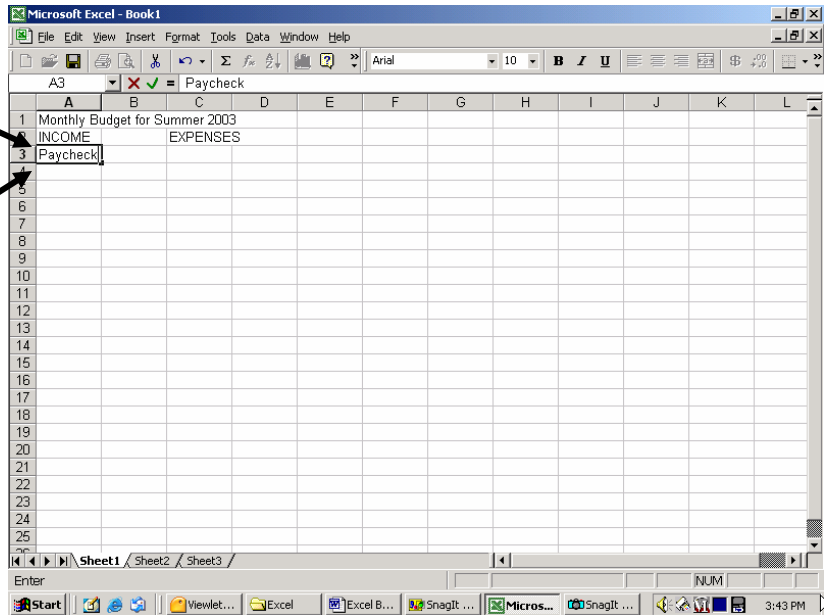


8. Click in cell C2.



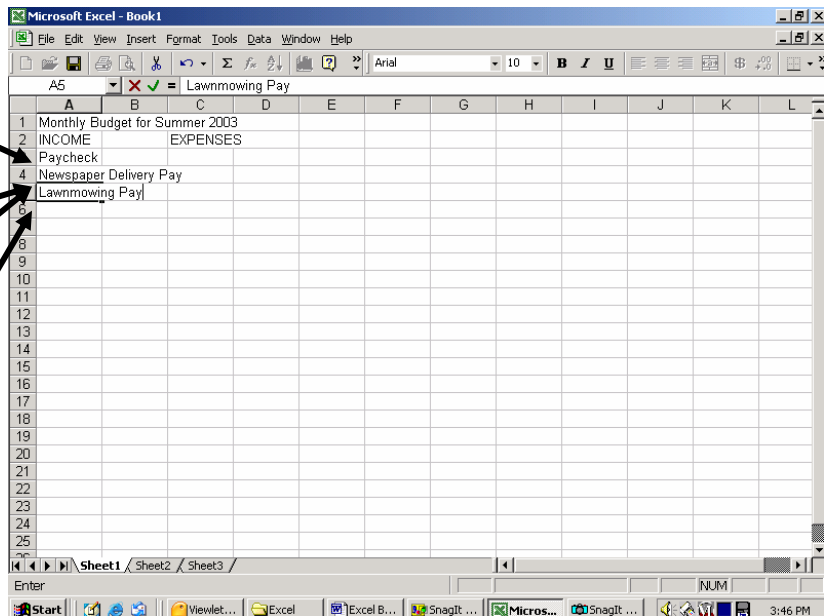
9. Type *EXPENSES*.

10. Click in cell A3.



11. Type *Paycheck*.

12. Click in cell A4.



13. Type *Newspaper Delivery Pay*.

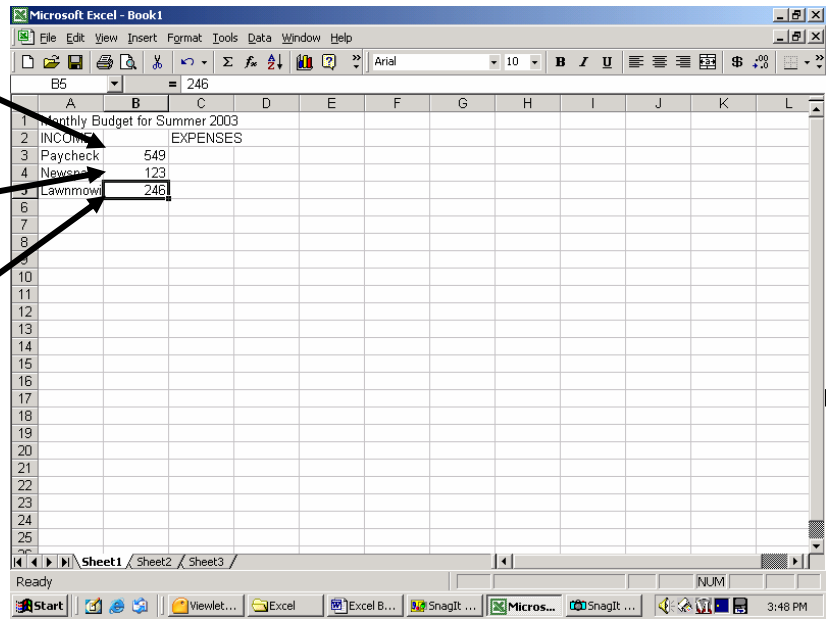
14. Click in cell A5.

15. Type *Lawnmowing Pay*

16. In cell B3, type 549.

17. In cell B4, type 123.

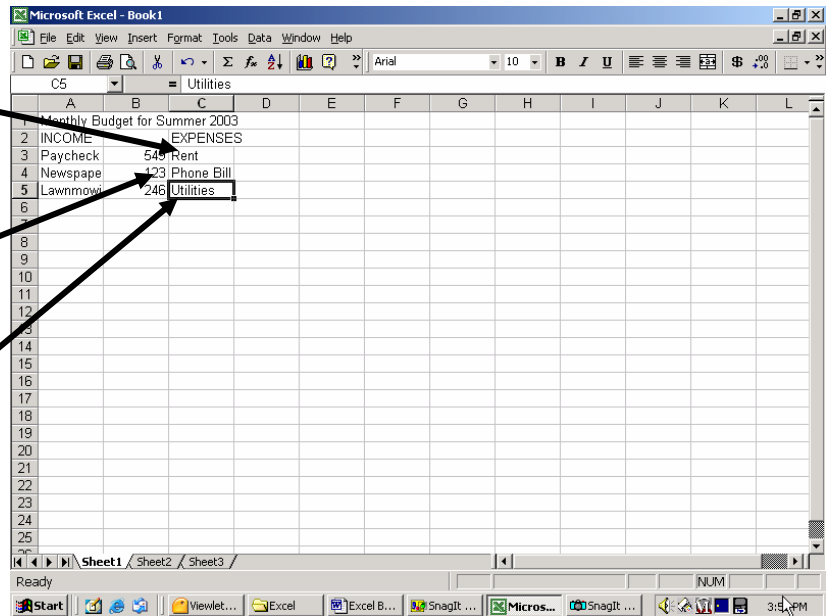
18. In cell B5, type 246.



19. In cell C3, type *Rent*.

20. In cell C4, type *Phone Bill*.

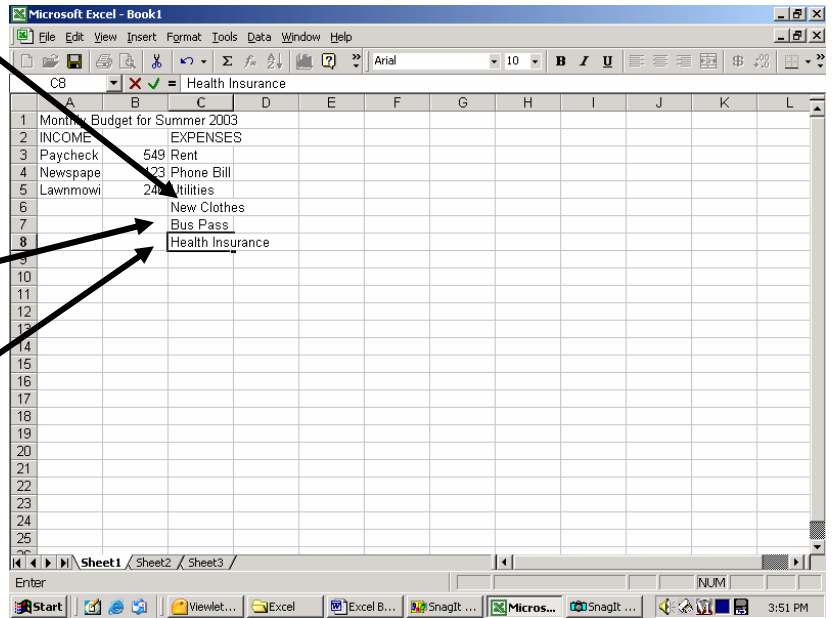
21. In cell C5, type *Utilities*.



22. In cell C6, type *New Clothes*.

23. In cell C7, type *Buss Pass*.

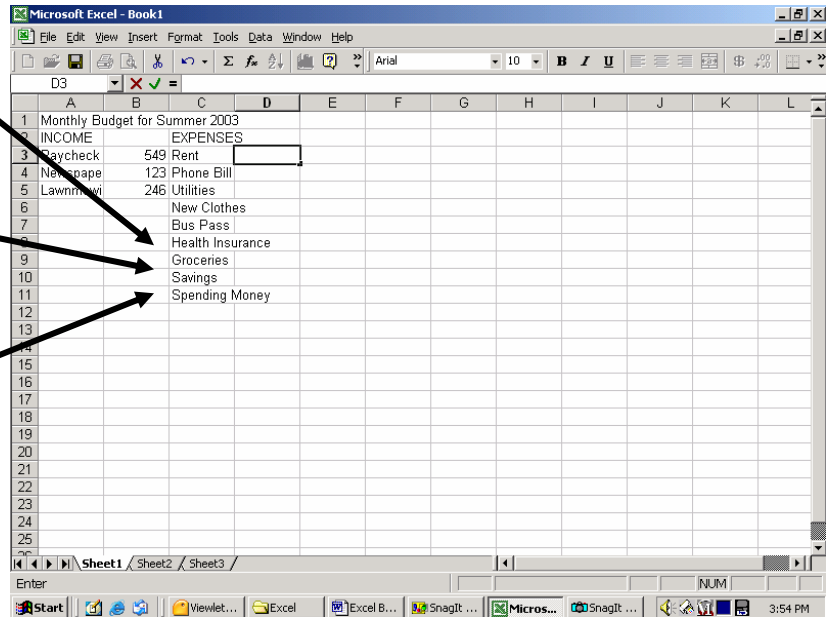
24. In cell C8, type *Health Insurance*.



25. In cell C9, type *Groceries*.

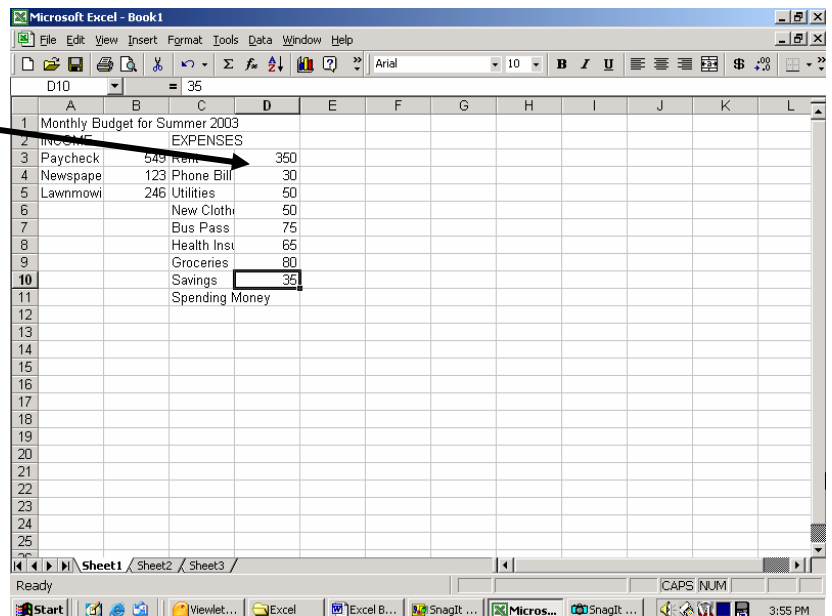
26. In cell C10, type *Savings*.

27. In cell C11, type *Spending Money*.



28. Type these numbers in the correct cells.

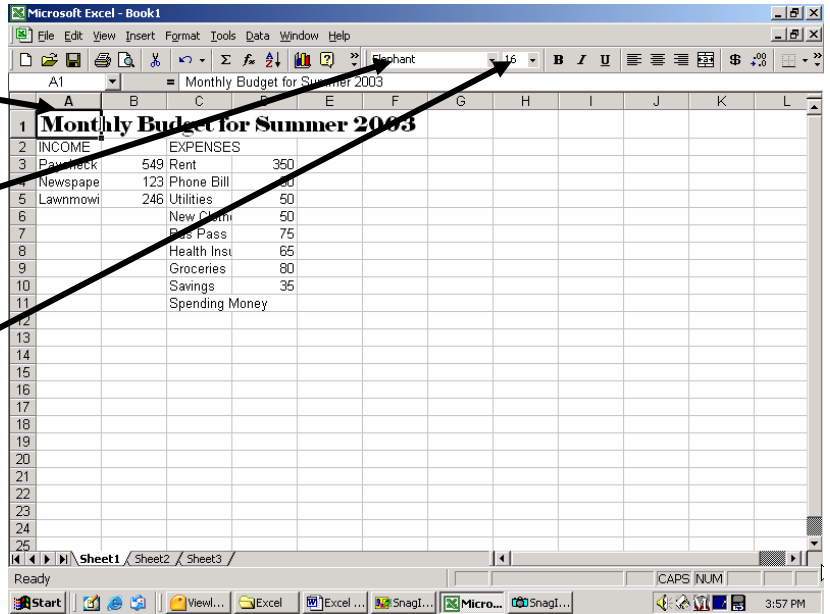
- Cell D3 350
- Cell D4 30
- Cell D5 50
- Cell D6 50
- Cell D7 75
- Cell D8 65
- Cell D9 80
- Cell D10 35



29. Click in cell A1.

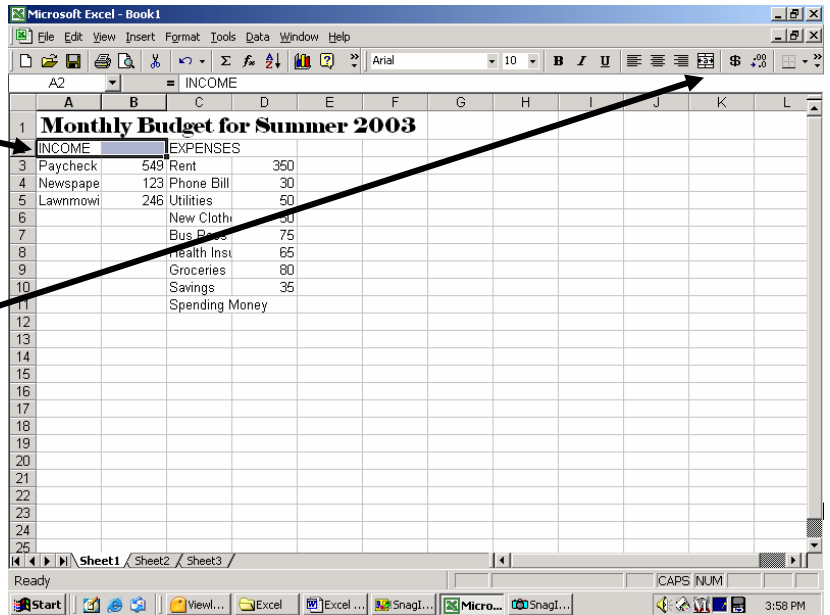
30. Change the font.

31. Change the font size to 16.



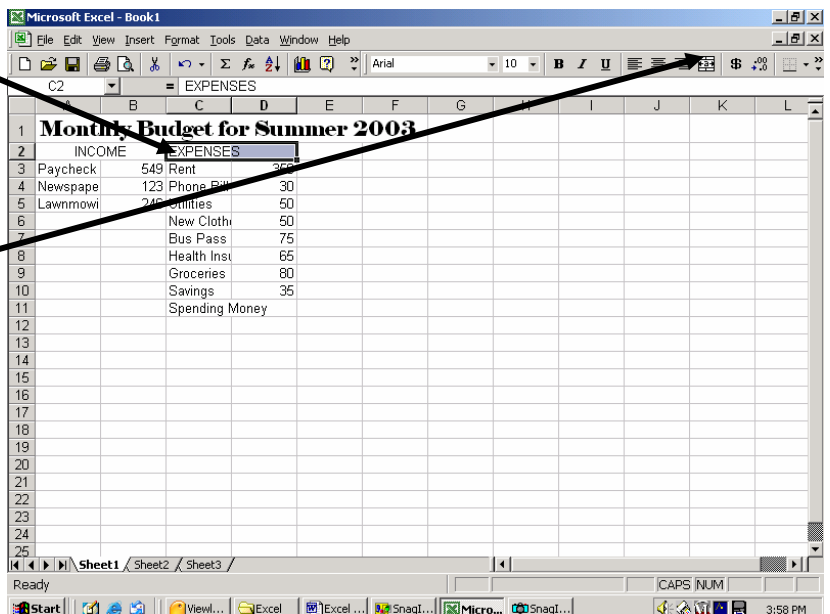
32. Highlight cells A2 to B2.

34. Click on the CENTER and MERGE button.

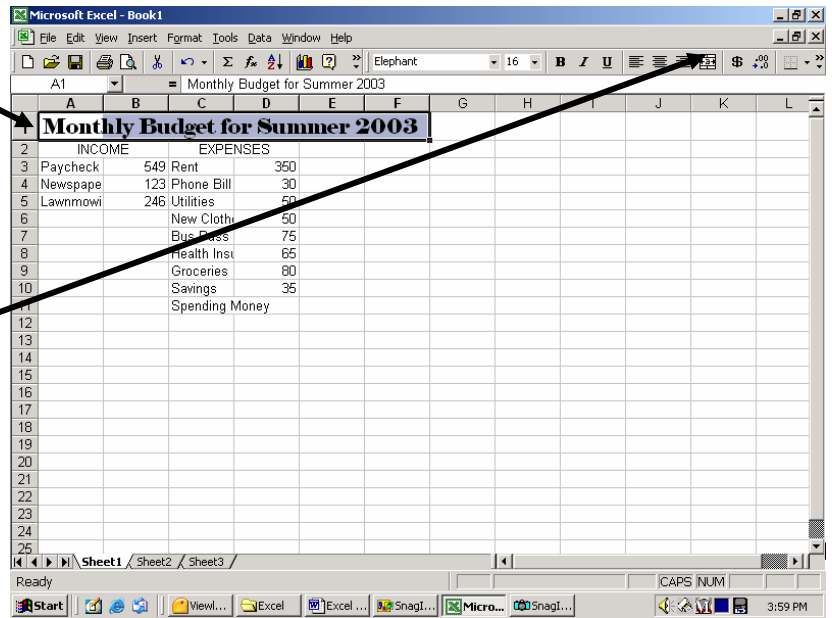


35. Highlight cells C2 to D2.

36. Click on the CENTER and MERGE button.



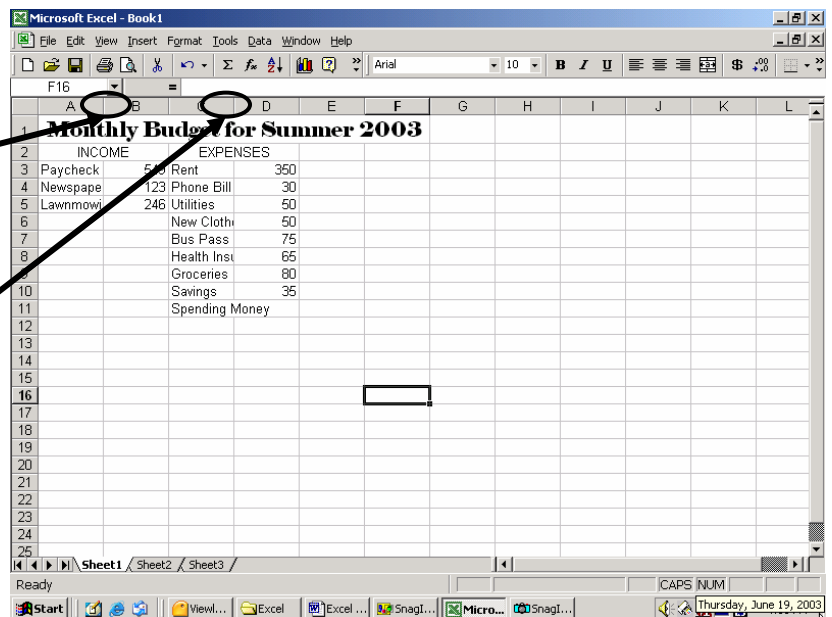
37. Highlight cells A1 to F1.



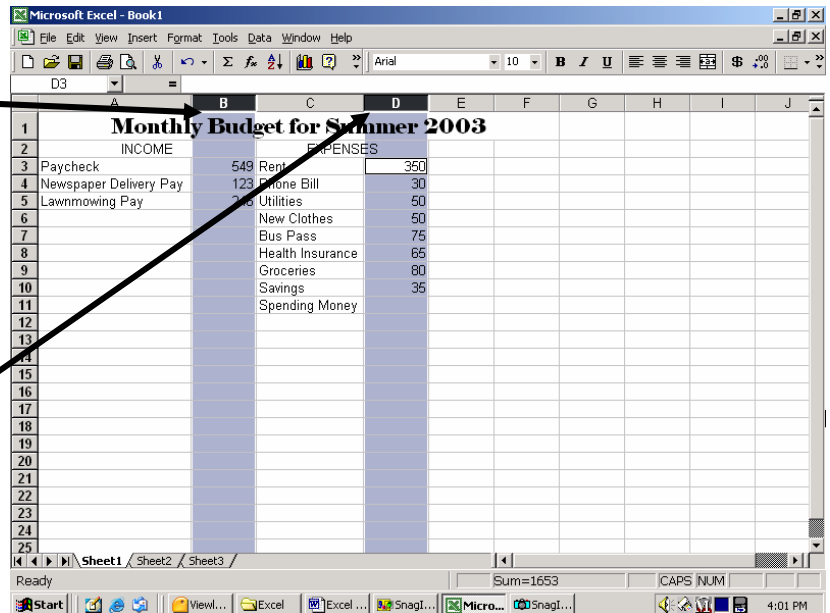
38. Click on the CENTER and MERGE button.

39. Double-click between columns A and B.

40. Double-click between columns C and D.



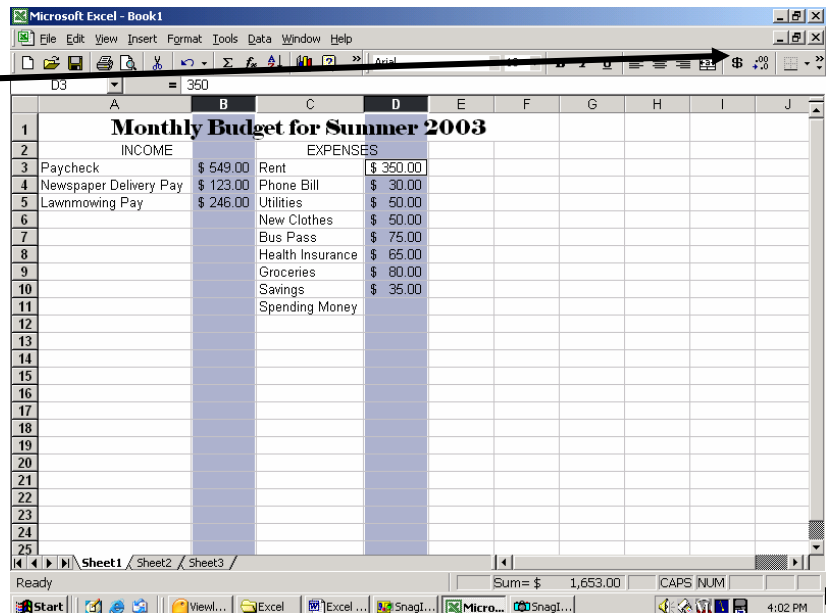
41. Click on the B at the top of the column.



42. Hold the Ctrl key.

43. Click on the D at the top of the column.

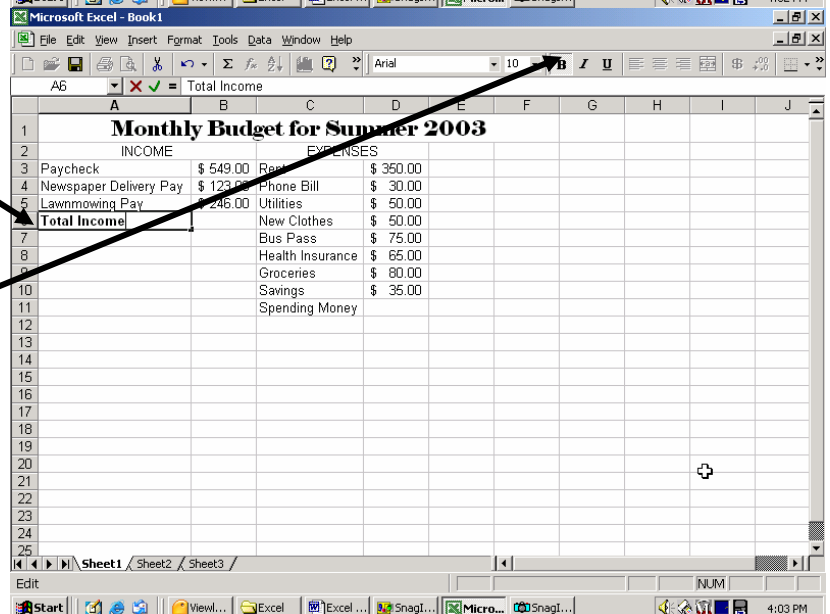
44. Click on the CURRENCY button.



45. Click in cell A6.

46. Type *Total Income*.

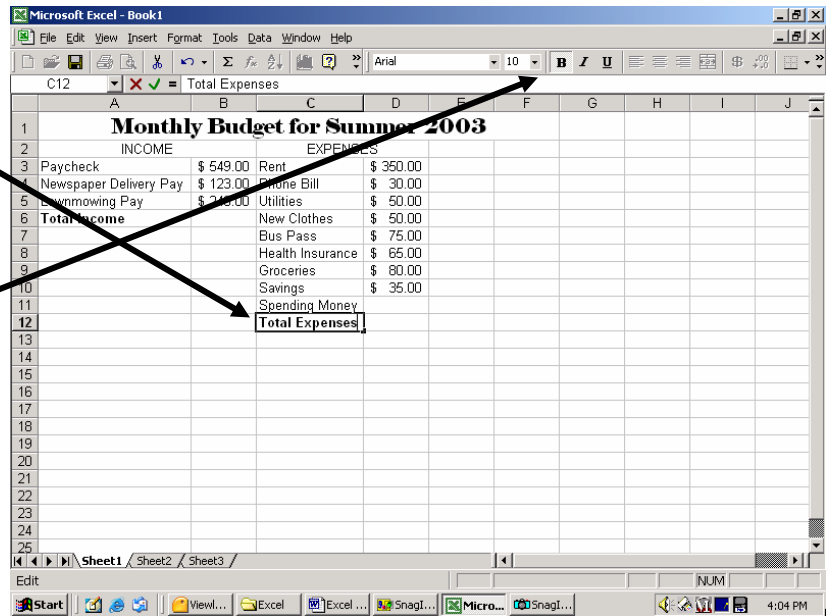
47. Click on the BOLD button.



48. Click in cell C12.

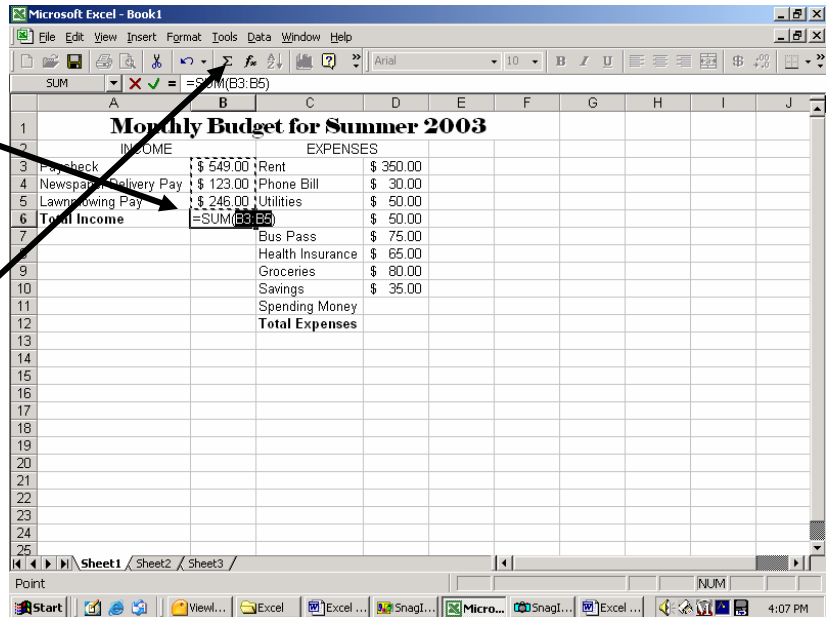
49. Type *Total Expenses*.

50. Click on the BOLD button.



51. Click in cell B6.

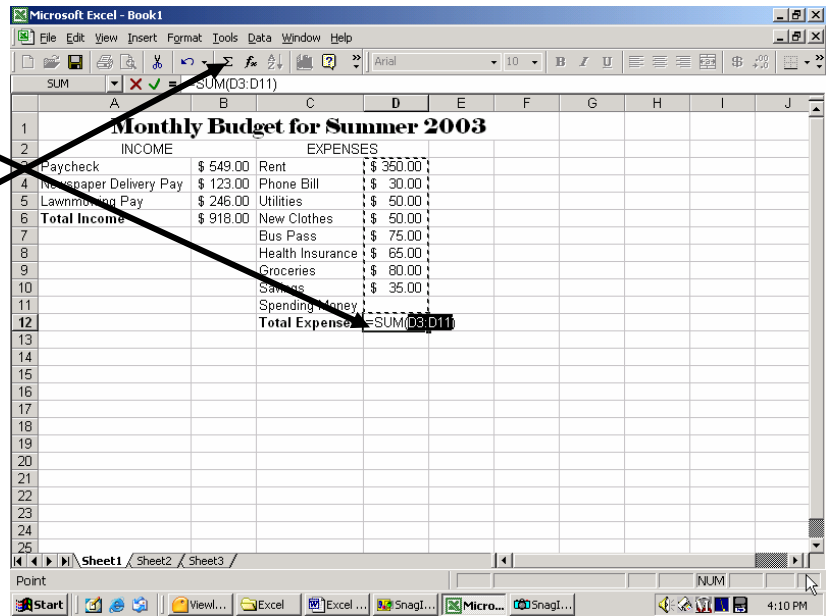
52. Click on the AUTO SUM button.



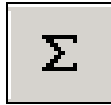
53. Press the ENTER key.



54. Click in cell D12.

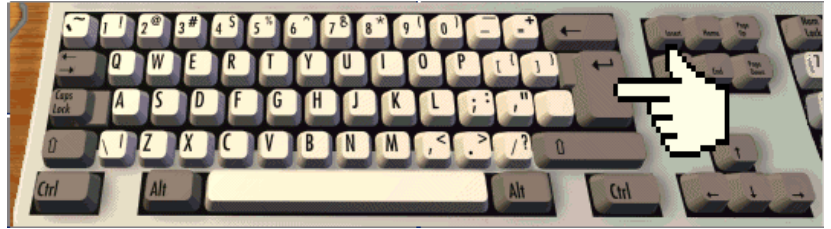


55. Click on the AUTO SUM button.

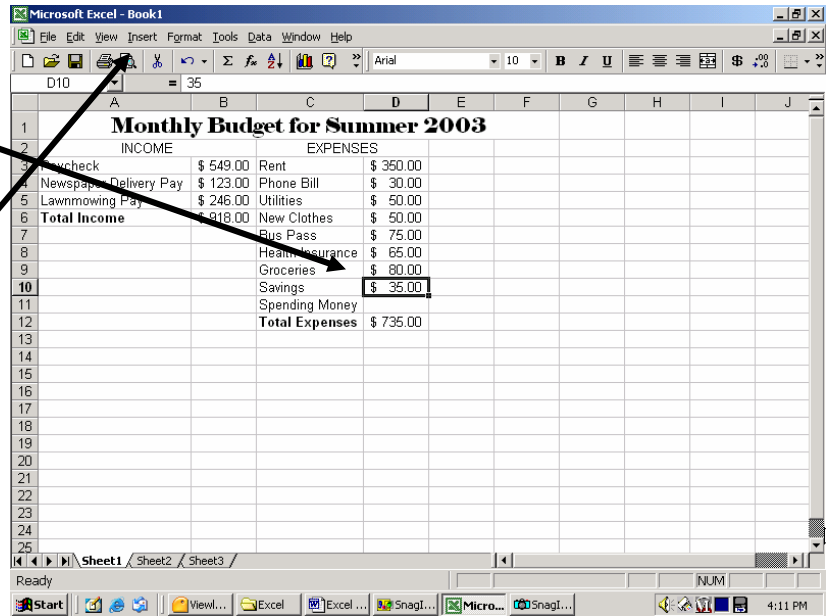


Make sure all the numbers in column D are highlighted.

56. Press the ENTER key.



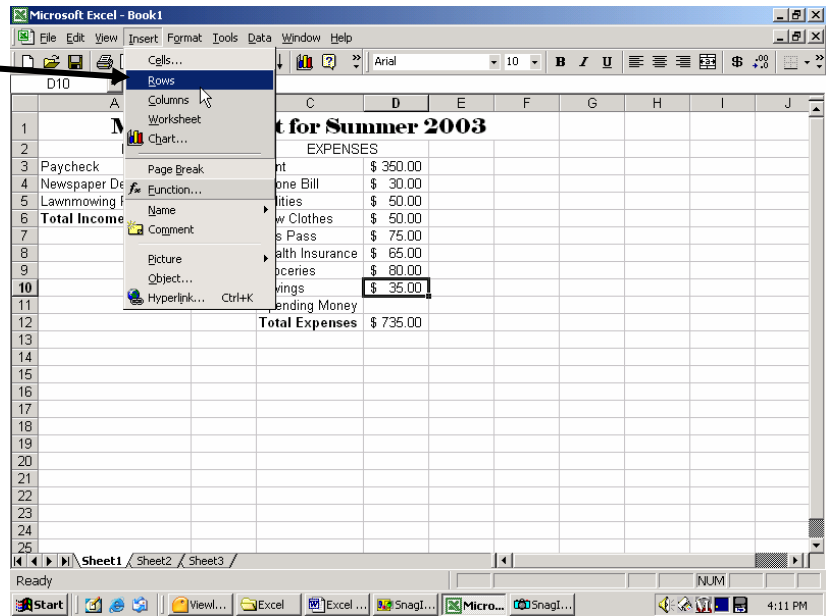
57. Click on cell D10.



58. Click on the INSERT menu

59. Click on ROWS.

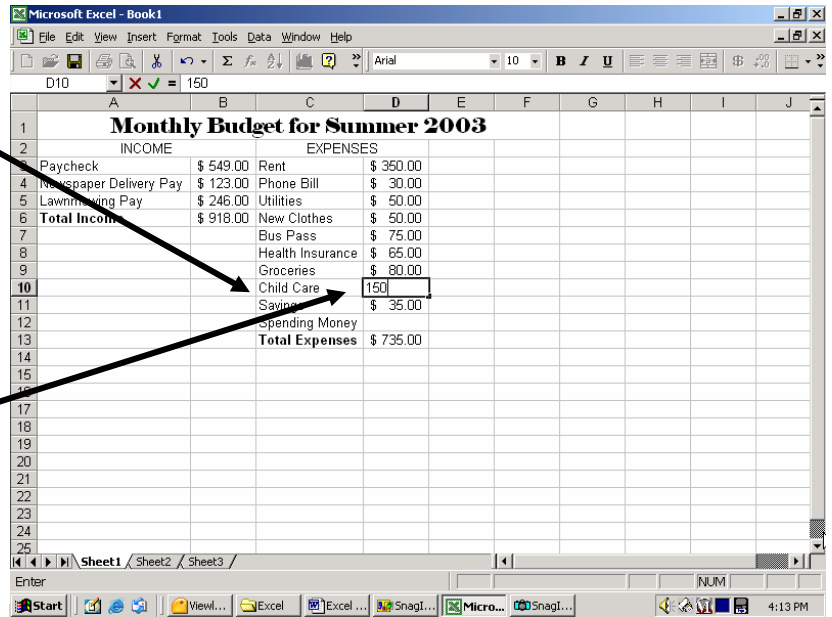
Now there is an extra row.



60. Click in cell C10.

61. Type *Child Care*.

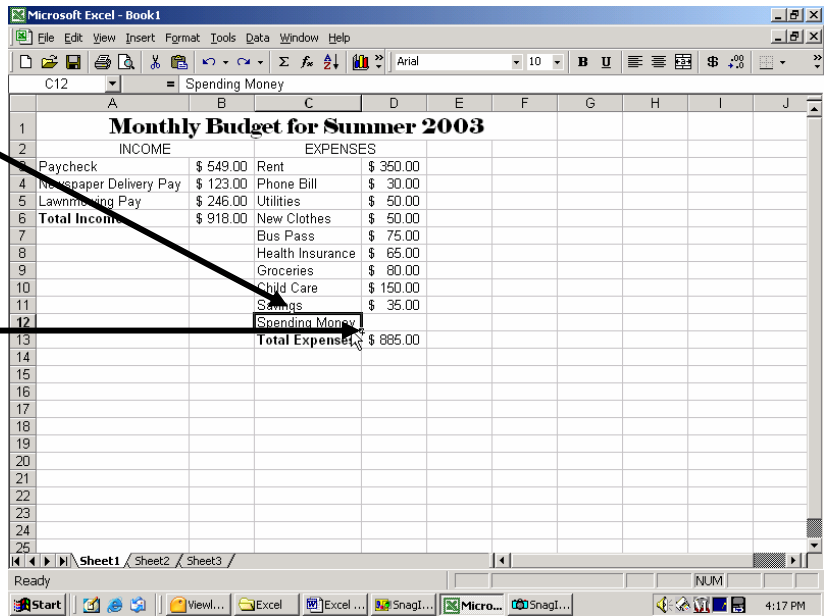
62. In cell D10, type 150.



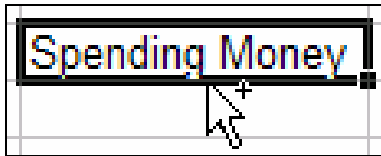
63. Press the ENTER key.



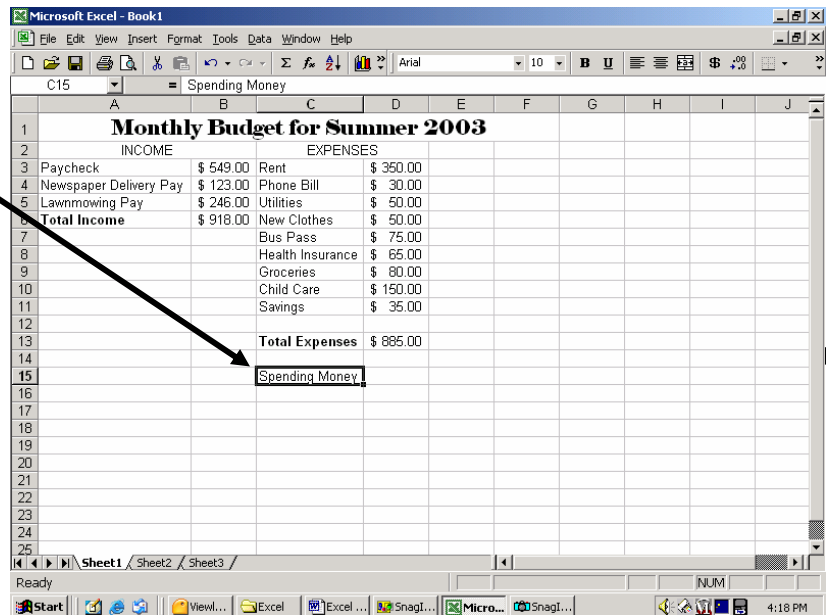
64. Click on cell C12.



65. Move the cursor until it looks like a white arrow.



66. Click and Drag to cell C15.

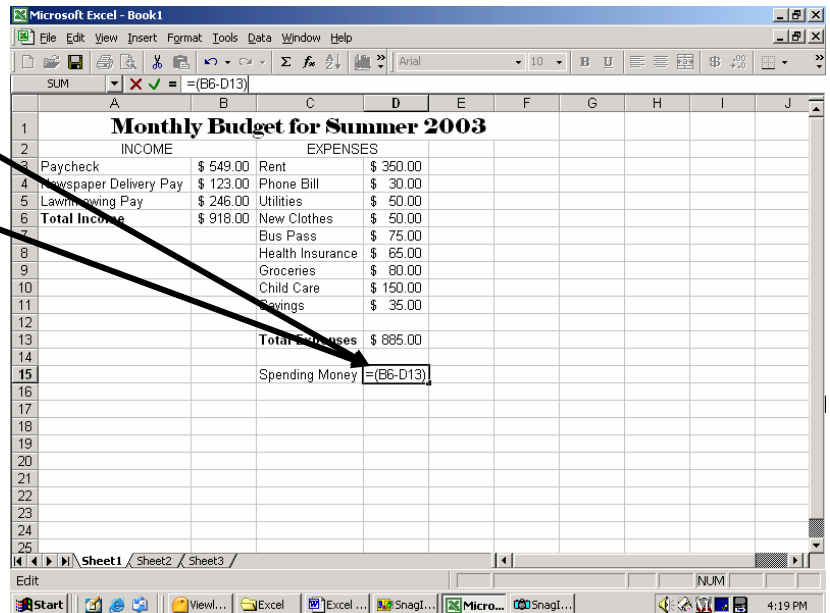


67. Click in cell D15.

68. Type *exactly* `= (B6-D13)`

See the colored cells. These are the numbers the computer will subtract.

If you don't see colored cells, ask your teacher for help.



69. Press the ENTER key.



70. **Save** this exercise on your disk.