



Sheets

Google Sheets—Monthly Budget: See what you can do with Sheets



1. Login to your Chromebook or your Google account as you normally would. Then launch the Google Chrome browser.
2. Choose the green “Sheets” icon from the Google Apps Launcher, then select a new “Blank” spreadsheet from the choices given. (Alternatively, open your Google Drive and choose the blue “New” button, then “Google Sheets”. This will give you a new sheet to work on.)
3. Click on the title “Untitled Spreadsheet” and rename this spreadsheet as “last name monthly budget”.
4. Create a spreadsheet that looks as close as possible to the screen shot on the back of this document.
5. Pay close attention to the italicized instructions indicating the need for formulas in the cells they are called for. (**NOTE: DO NOT COPY THE ITALICIZED INSTRUCTIONS INTO YOUR SPREADSHEET!**)
6. Also pay close attention to the formatting of the text and position of the charts. FYI—the font on the whole spreadsheet is Georgia, so make sure you change the font on the whole sheet.
7. Hint #1: The formula in cell B15 should add up all the cells from B6 to B13.
`=SUM(B6..B13)`
8. Hint #2: The formulas in cells C6 through C13 are very similar to the one from the Favorite Colors spreadsheet we made earlier. If necessary, open that file up and take a look.
`=B6/B15`
Remember: To “Fill Down”, use the tiny square in the lower right of the cell with the original formula.

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	A	B	C	D	E	F	G	H	I	J	K	
1	Monthly Household Budget											
2												
3	Estimated Pay This Month:	\$4,000.00										
4												
5		Amount Per Month	Percent of Budget									
6	Rent/Mortgage	\$1,200.00	30.00%	<-- formulas in								
7	Food	\$400.00	10.00%	C6 thru C13								
8	Utilities	\$400.00	10.00%									
9	Personal Care	\$300.00	7.50%									
10	Entertainment	\$200.00	5.00%									
11	Transportation	\$600.00	15.00%									
12	Savings	\$500.00	12.50%									
13	Children/Pets	\$400.00	10.00%									
14												
15	Total Expenses:	\$4,000.00	<-- formula									

