DSC 140S — Excel Budget Project

Your task is to create a simple Excel personal budget worksheet that lists income and expenses, by month, for each month of this year. Guidelines:

1. Give each month its own column, and list income and expenses in rows.

2. Assume an annual salary of $50,000 (Ask Excel to calculate the monthly income through a simple mathematical equation).

3. Include additional rows for "Miscellaneous Income 1" and "Miscellaneous Income 2", which you should populate with some random numbers for at least a few months. For nonzero values, right click on the cell and "Insert Comment" to type in a brief description. (Tutoring? Freelance work? Etc.)

4. For expenses, provide rows for "Payroll Deductions" ($600), Rent, utilities, insurance, car payment, groceries, eating out, and Miscellaneous Expenses 1 and 2 (choose what you think are reasonable amounts for each of these). For the miscellaneous entries, insert comments like in step 3 for income (Car breakdown? Holiday gifts for family/friends? Etc.)

5. Include a "total income", "total expenses", and "Overall Surplus/Deficit" row.

6. Insert a line chart of the "Overall Surplus/Deficit" over the course of the year.

7. Insert a pie chart showing the breakdown of expenses for any one month of the year.

Make the chart and images pretty! Set off row and column labels with bold, colored, and/or highlighted text. If you get stuck (and when you feel like you're done), check in with your instructor.

Important: the idea here is to get practice using the techniques we covered in class. Use formulas and autocomplete; at no point should you get into the drudgery of typing values individually into each of >100 cells or performing mathematical calculations outside of Excel!

Bonus fun times: Generate a second set of rows that reports each expense as a *percent of the monthly income* instead of a raw amount.

Super bonus fun times: Select a column of data, then either ctrl-T or click on "Format as Table" from the Home tab of the top ribbon. Then, under Table Design, check the "Total Row" box. A new cell will be filled in just below your column of data. Click on it, then click on the "down arrow" that pops up. You should see that you can select what information is displayed in the column: Average, Min, Max, Sum, etc.