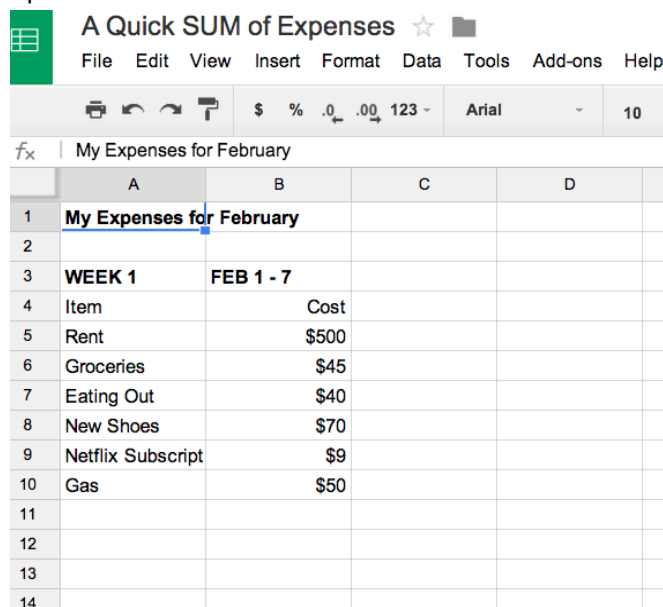# EXCEL: SUM Your Expenses

Follow the step-by-step directions below to complete this activity to SUM your expenses on a weekly and monthly basis.

Part I: Set up your spreadsheet

Create a spreadsheet[1,2,3] like the one shown below:

Part II: Use the SUM function

A. In A12, write the word Total and then use what you learned in the previous videos to get your spreadsheet to SUM the Week 1 expenses in column B. The SUM should appear in B12.
B. Leave column C blank.
C. In columns D and E, write a new list of realistic expenses for Week 2 of February. You don't need to have the exact same number of entries as we did for Week 1. Some categories you may want to consider are cell phone bill, utilities, more eating out, home supplies or repairs, student loans, etc.
D. Find the total for week 2, using the SUM function you learned.
E. Complete these steps again to make expense lists for Weeks 3 and 4 as well.
F. Once you've got 4 weeks of data and 4 weekly totals, use the spreadsheet's functionality to determine your total expenses for the month of February.   Clearly label this somewhere on the spreadsheet.

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[1] How To: Entering & Editing Data
[2] How To: Formatting Text Within a Cell
[3] How To: Using the SUM Function

Part III: What have you learned?

Answer the questions below:

1. Explain how you set up the formula used in part F above.

2. Go back and change the cost of the new shoes in B8 from $70 to $79.

    a. What cells changed?

    b. What cells remained the same?

    c. Why did this happen?

3. What types of information would need to be added to your spreadsheet to make it a <u>budget</u> rather than a record of expenses?