

# Developmental Module

## Creating and Editing a Spreadsheet

If you're very new to spreadsheets and don't know many of the terms, you can find an online glossary at the following website.

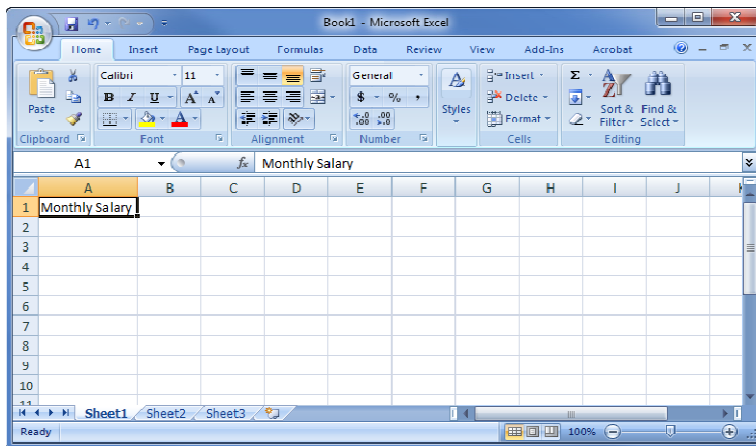
[http://www.intelligentedu.com/microsoft\\_excel\\_glossary.html](http://www.intelligentedu.com/microsoft_excel_glossary.html)

**Note:** The screenshots below are taken from Microsoft Excel. Please note that other spreadsheet features may change depending on the program you are using.

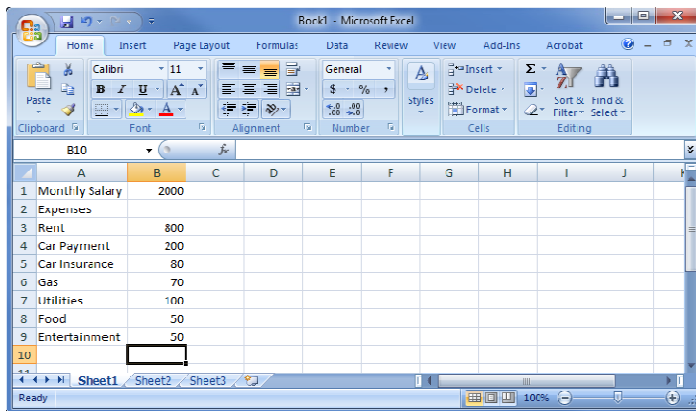
## Getting Started on Your Worksheet

In this example, we'll create a simple budget in order to become familiar with some of the basic components of a spreadsheet.

1. Open a Microsoft Excel worksheet.
2. Go to the home cell (A1).
3. Type in *Monthly Salary*. Notice that A1 is surrounded by a bold black border. This indicates that this cell is active.



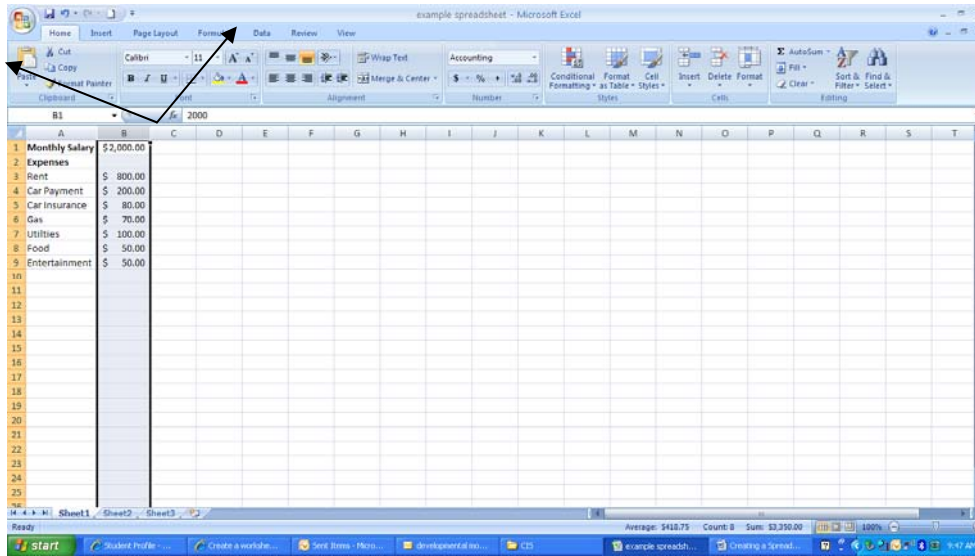
4. Fill in the following information in cells A2 – B9 as shown below.



## Formatting the Numbers


The values in this spreadsheet need to be formatted for currency.

1. Select column B by clicking on the column letter at the top of the spreadsheet.
2. Go to the number group and click **\$**. The numbers should appear as follows.



## Entering a Calculation

To calculate your total expenses for the month, complete the following steps:

1. Click in cell A10. Type *Total Expenses*.
2. Click in cell B10.
3. Select **Formula** from the menu.
4. Select the AutoSum button . A yellow and blue blinking border will probably appear around the numbers that you want to add. Be sure that this border is around only the numbers that you want in the calculation.

Monthly Salary	\$2,000.00
Expenses	
Rent	\$ 800.00
Car Payment	\$ 200.00
Car Insurance	\$ 80.00
Gas	\$ 70.00
Utilities	\$ 100.00
Food	\$ 50.00
Entertainment	\$ 50.00
Total Expenses	=SUM(B3:B9)

5. Select the **Enter** key. Your values will now be calculated.
6. Click in cell A11. Type *What's Left?* Now we're going to figure out what's left over from the monthly salary after expenses are taken out using a formula.

- Click in cell B11. Type  $=B1-B10$  (make sure there are no spaces in the formula). Press **Enter**. The number that appears is the monthly salary minus monthly expenses.



The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

	A	B	C
1	Monthly Salary	\$2,000.00	
2	Expenses		
3	Rent	\$ 800.00	
4	Car Payment	\$ 200.00	
5	Car Insurance	\$ 80.00	
6	Gas	\$ 70.00	
7	Utilities	\$ 100.00	
8	Food	\$ 50.00	
9	Entertainment	\$ 50.00	
10	Total Expenses	\$1,350.00	
11	What's Left?	=B1-B10	
12			

Figure 1.5

## Additional Resources

For additional information on creating and formatting worksheets, go to the following websites:

- <http://office.microsoft.com/en-us/excel-help/get-to-know-excel-2010-create-your-first-spreadsheet-RZ101773335.aspx?CTT=1>
- <http://office.microsoft.com/en-us/excel-help/audio-course-get-to-know-excel-create-your-first-workbook-RZ001200571.aspx>
- <http://docs.google.com/support/bin/static.py?page=guide.cs&guide=20322&topic=20329>