

Computer VESL

Budgets and Spreadsheets

1. Listen to our weekly podcast. This one is about spreadsheets and budgets. We will all make the same budget spreadsheet. Later you will make one for your money.
2. Fill in the dictation page with the missing information about Roberta's budget. This will be on our podcast help page. Here is a dictionary definition for budget:

budget · et n

1. an estimate of income and spending, for example, of a country or company, during a specified period.
2. a plan for how your resources, for example, time or money, will be spent or allocated during a particular period

3. Open a spreadsheet in Excel from the desktop.
4. Save this budget on your flash drive, or your folder, or floppy disk. Name it Roberta's budget.
5. Make your columns and rows and your Font size big so you read easily. Use your mouse.
6. Type the names of her expenses in column A. Rent, food, etc.
7. Enter how much she spends in column B.
8. Save your spreadsheet often.
9. Find the total. Use the formula for sum.
10. Save again.
11. Make a pie chart for her expenses. Use the Insert tab. Follow the steps we learned in our m&m's lesson. Help each other find the pie charts.
12. Have some fun making your pie chart easy to read.
13. Ask questions, work together, and practice your English.