Learning Excel by Creating a	a Budget	
In this lesson you will learn now to us	se and work with Microsoft Exc	el by creating a simple budget.
Click the Excel icon to start Exce	N in the second	
<ul> <li>At the bottom of your screen you will see 3 Sheet Tabs</li> <li>Altogether these sheets are called a Workbook</li> <li>You can add new sheets or rename sheets</li> </ul>	32 Right Click on any H • • • Sheet1 Sheet2 Ready	Sheet to rename it
Saving your Spreadsheet	💦 🗒 🔍 (Y + 👔 🗐 🕫	
<ul> <li>Click on the Office Icon and select Save As</li> <li>Give your Workbook a name (Budget) and remember where you saved it.</li> <li>In the future you only need to click the disk icon to save again</li> <li>Click the disk icon to save again</li> <li>Click in cell A4</li> <li>Type Jan</li> <li>Press Enter</li> </ul>	New         Open         Save         Save         Save         Save         A       B         1       2         3       4         4       Jan         5       6	Save a copy of the document         Excel Workbook         Save the workbook in the default file format.         Save the workbook in the XML-based and macro-enabled file format.         Excel Binary Workbook         Save the workbook in a binary file format optimized for fast loading and saving.
Filling the months down		
<ul> <li>Click in cell A4 again</li> <li>Move your pointer over the button in the cell until it turns into a small cross</li> </ul>	A B 1 2 3 4 Jan 5	



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	6	Mar	1500	450	200	100	266	125
	7	Apr	1500	450	175	100	0	75
	8	May	1500	450	221	100	148	82
	9	Jun	1500	450	235	150	399	54
	10	Jul	1500	450	178	150	211	252
	11	Aug	1500	450	199	150	111	99
	12	Sep	1500	450	144	150	102	45
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