

Excel Worksheet - Expenses

	A	B	C
1	Expenses	Date	Amount
2	Rent/Mortgage	1/1/19	850
3	Groceries	1/2/19	120
4	Clothes	1/3/19	65.95
5	Water Bill	1/4/19	110.15
6	Electricity	1/5/19	220.15
7	Car Wash	1/6/19	25
8	NetFlix Subscription	1/7/19	10.99
9	iTunes	1/8/19	19.99
10	Backpack	1/9/10	45
11	Take out (food)	1/10/19	12
12	Shoes	1/11/19	89.99
13	Perfume/Cologne	1/12/19	35
14	Gas Bill	1/13/19	33.69
15	Cable Bill	1/14/19	98.15
16	Cell Phone bill	1/15/19	125.85
17	Internet	1/16/19	49.99
18	Fuel	1/17/19	50
19	Groceries	1/18/19	58.62
20	Car Insurance	1/19/19	106.11
21	Car Payment	1/20/19	250
22			
23			
24		Total:	

1. Open MS Excel and save a new spreadsheet in your Excel folder as: Expenses_XX (2pts)
2. Type the data in your new spreadsheet exactly as written above. Make sure that you enter data in the correct cell. (5pts)
3. **Change the table you created as follows:**
 - **Row 1**—Center and bold the text (2pts)
 - **Column B**—format the dates in cells B2-B21: (2pts)
 - Select the cells B2-B21
 - On the “Home” Tab, click the drop down arrow by “Number”
 - Click on “Date”
 - Select the style “14-Mar”
 - Format all the cells in this column with center alignment
 - **Column C**—format the numbers in cells C2-C21: (5pts)
 - On the Home Tab, click the drop down arrow by “Number” and click on “Accounting”
 - Select 2 decimal places and the \$ symbol
 - **Cell C24**—Insert a formula to total all the expenses in C24. Do NOT just type the number. (4pts)
 - **Additional Formatting**—
 - Make all the lines (cell borders) appear (1pts)
 - Create a thick line under the headings (below row 1) (1pts)
 - Create a double line under the total amount in C24 (1pts)
 - Make the sheet appear centered on the page in “Print Preview” (1pts)
 - **Auto Adjust** columns A, B, and C (3pts)
 - **Save** all changes and **submit** on Google Classroom (2pts)