

Computer Technology

Microsoft Excel 2010



Lesson 8

Open Lesson 8 Starter. This lesson also includes the Wish List power point.

In this lesson you will be put into a real life scenario where you must use Excel to figure out your monthly expenses. To begin, choose a number between 1 and 30. Enter the number you chose in B30. YOU CANNOT CHANGE THIS NUMBER!

Now open the Sheet 2 tab. Find the number you chose. You will see your occupation, your spouse's occupation, debt, number of children, and total income. The daycare section refers to how many of your children will require full-time day-care. (In the example, 3 out of 3)

		Income
Your Occupation:	Elementary School Teacher	\$ 40,000.00
Years of School:	6	
Student Loan Debt:	\$ 60,000.00	
Credit Card Debt:	\$ 3,000.00	
Spouse Occupation:	Writer	\$ 43,000.00
Number of Children:	3	Daycare
Dependants:	3	3/3
Total Income:		\$ 83,000.00

*Note: you will see little red triangles in certain cells—these are comments. If you hover over them they will give you instructions.

- Now go back to the Income and Expenses sheet. In cell B3, enter your TOTAL yearly income—including you and your spouse (if you have one)
- In B5, enter the number of dependants. If your spouse is working full time, they are not included as dependant.
- Now you will see, in red, how much money you have to spend each month after you have paid taxes and insurance. This is your **net** income.
- Enter your student loans and credit card debt in cells B11 and B12. Note that a minimum payment appears in B33 and B34.

Next, open up the Wish List Power Point. Here you will find a list of houses, cars, etc that you will need to choose from for this assignment. Use the wishlist to fill out the Fixed and Unfixed expenses. Make sure that you only use the MONTHLY COST, not the full price, if both are listed.

Fixed Expenses

Housing - Choose a house and enter the cost of the *mortgage*, not the full price, in cell B15.

Car 1 & 2 – You must purchase at least 1 mode of transportation. If you want a second car, enter the monthly cost in Car 2.

Groceries – Use the Wish List to determine the cost of your groceries, adding for each child. Enter the total in B19.

Utilities – Enter 15% of your house payment. (=B15*.15)

Car Insurance – Enter 20% of your TOTAL transportation (B18). You do not have to pay this if you are using bike, bus, or taxi.

Gas – Pay \$100 per month per vehicle. You do not have to pay this if you are using bike, bus, or taxi.

Use your Wish List to determine the cost of phone service, cable TV, internet, and clothing.

Daycare – Daycare is tricky because so many people have different ways of getting around it. But on average, it's \$500 a kid per month. Use the following scale:

1 child - \$450
2 children - \$900
3 children - \$1100
4 children - \$1300

Remember—if you have a number like 2/3 in your daycare, that means you only have to pay daycare for two of your three children because the other is in school.

Charity – B28 is set to take 10% from your net income as charity money. You can leave it, adjust the percentage, or delete it altogether if you do not intend to give to charity or pay tithes or donations for religious services.

Once you have filled out all of your fixed expenses, look at the number in yellow, B30. This shows you how much money you have left after you have paid all your fixed bills. If this number is in parenthesis, then you are in the negatives! You need to go back and adjust your spending so that your number is positive! And remember—you still have to pay your UNFIXED expenses!

- In cell E5, enter your Net Income. You could also just type =B10
- In cell E6, enter your Fixed Expenses. You could also just type =B29
- In E7, you will need to add your previous balance and your income, then subtract your expenses.

Unfixed Expenses

Unfixed expenses include items that you either don't have to pay for every month, or the amount can vary depending on how much money you have and what you need.

Enter your student loan amount in E11. Enter your credit card payment in E12. You do not have to pay the minimum—it is suggested that with your credit card you pay more than the minimum or you'll never pay it off! At this point you may need to make some adjustments to your fixed expenses, especially if you have a lot of debt!

Enter an amount into savings if you would like. In the Entertainment and Extra, enter any other items on the Wish List that you wanted, like the speed boat, horse, pets etc.

To complete this assignment, you need to have a POSITIVE number in cell E27. If not, you will need to rework how you are spending your money!

Let's Graph it!

You will now create a graph showing what percentage of your income is going to each bill. A pie chart would be best. Highlight H3:I16. Create a pie chart with percentages that is titled and easy to read. Title it “Expense Report” and move it to the right of your income and expenses sheet. Feel free to change the style and colors.

Save, add a header, and send via DropBox!