

Excel Exercise: expenses

By Mark Gillan

	A	B	C
1	Living Expenses		
2			
3	Outgoing:	Monthly Cost:	Annual Cost:
4	Electricity		
5	Gas		
6	Water		
7	Council Tax		
8	Loan for Motor Vehicle		
9	Petrol		
10	Motor Insurance		
11	Home Insurance		
12	Telecommunications		
13	Grand Total:		
14			
15			
16	Lowest Expense Total:		
17	Highest Expense Total:		
18	Average Expense Total:		
19	Amount of outgoings:		

Start the exercise

- Spreadsheets
- Creating a new spreadsheet to calculate living expenses
- Commencing at cell A3, type in the cell the wording: Outgoing
- Make the contents bold
- Continue to populate the labels as per the screenshot opposite

	A	B	C
1	Living Expenses		
2			
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6	Water		
7	Council Tax		
8	Loan for Motor Vehicle		
9	Petrol		
10	Motor Insurance		
11	Home Insurance		
12	Telecommunications		
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15			
16	Lowest Expense Total:		
17	Highest Expense Total:		
18	Average Expense Total:		
19	Amount of outgoings:		

Continue

- In cell B4 (underneath the Monthly Cost label) insert an amount (using local currency) that you feel is correct for an average house
- In cell B5, do likewise for an amount relevant to the labels
- Continue down the column including cell B12
- Ensure all amounts are shown in local currency with correct amount of decimal places
- Now calculate the annual cost for each of the outgoings, starting in cell C4 working down to and including cell C12 ensuring an appropriate formula is used for each cell

Common Formulae to complete

- In cell B13, insert a formula to calculate the total sum of all monthly outgoing costs
- In cell B16, insert a formula to calculate the lowest expense from the list above of monthly outgoing costs
- Do likewise for each cell underneath for highest, average and the amount of outgoing costs for the month
- Now do the same for annual totals, lowest amount, highest amount, average and number of outgoing costs
- Ensure all relevant cells are complete and check the spreadsheet over

8	Loan for Motor Vehicle		
9	Petrol		
10	Motor Insurance		
11	Home Insurance		
12	Telecommunications		
13	Grand Total:		
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15			
16	Lowest Expense Total:		
17	Highest Expense Total:		
18	Average Expense Total:		
19	Amount of outgoings:		
20			

Expenses

Exercise Saving

- Ensure all amounts are formatted to local currency
- Save the spreadsheet file to your student drive, naming the file: expenses

