

CST 133 – Excel Project Assignment – Annual Budget

Purpose: Utilize the skills learned in the Excel tutorials relating to formulas, formatting, and charting to create a personal annual budget.

Part I: (Spreadsheet)

You are living on your own. Your own space. Your own car. Your own BILLS!!
Use the information below to create a budget for your first year of financial independence.

Your Expenses:

- your rent is \$700 a month
- your utilities are \$100 a month from January through May and October through December. From June through September, utilities are \$75 a month.
- you spend \$3600 a year on food. You can divide this into 12 equal payments.
- you will spend \$800 a year on travel. You can take one trip or spend the money on less expensive trips.
- school tuition is due January 1 and August 1-each tuition payment is \$946.95 per semester.
- your car is paid off (it's a 65 Dodge Dart that your grandma gave you). You pay \$960 a year for insurance that is divided into twelve monthly payments.
- you budget monthly gasoline usage at \$150 per month
- you have a cell phone (of course) that costs you \$38.99 per month
- you have Internet access that costs you \$9.95 per month.

Your Income:

- You have a part-time job at the college while in school (Jan – April and September – December) and make \$1200.00 per month.
- You have a full-time job during the spring and summer (May through August) and make \$2100 per month.
- You have wonderful parents who help with monthly expenses while you attend school. Jan – April and September – December, they send you a check for \$250.00 per month.

Now What:

- 1) Create a worksheet that shows your expenses and income by month. Title the worksheet "Expenses". Type your name next to the title. Have fun with this make it attractive, readable, and use the features we've been learning the last couple weeks.
- 2) For the **Expenses Section**, use the months (January through December) as your column headings and rent, utilities, food, travel, tuition, car insurance, gasoline, cell phone, and Internet as row headings.
- 3) For the **Income Section**, use the months (January through December) as your column headings and the various Income sources as row headings.
- 4) For both sections, total each row and total each column. **Use a formula.**

5) Add a final section to analyze your current monthly and annual budget. Once again use the months (January through December) as the column headings. Row headings should be **Amount Over/Under** (calculates the difference in \$'s between income and expenses). See how you come out at the end of the year. Once again, **Use a formula.**

6) These three tables should fit on one worksheet. Use a font that will allow your budget to fit on one sheet of paper in landscape format. Use the Print Preview command under the File menu to see if your document is ready to print. Adjust font and column size until the spreadsheet fits on one sheet of paper.

Part II: (Charts)

1) Create a 2-D or 3-D column chart as a new worksheet that shows monthly expenses. Use "Monthly Expenses" as the chart title. Make sure you label the chart appropriately. Do not chart the "Total" column.

2) On the same worksheet, create a 2-D or 3-D column chart that shows monthly income. Use "Monthly Income" as the chart title. Make sure you label the chart appropriately. Do not chart the "Total" column.

3) Create a pie chart as a new worksheet that shows total annual expenses for your expense categories. Title the pie graph "Annual Expenses".

4) On the same worksheet, create another pie chart that shows annual income for your income categories. Title the pie chart "Annual Income".

Have fun and use some of the various formatting options available in Excel to make your spreadsheet look cool!

Once you have the assignment completed, upload to the assignment dropbox in D2L.