

Creating a budgeting spreadsheet.

A budget spreadsheet is used to help you control your expenses and keep track of your spending. It's most likely that the first time you'll have to do this is when you leave school and head off to work or university. With thousands of video tutorials and step-by-step guides online, how to create a budgeting spreadsheet has become pretty simple. You can use a budgeting spreadsheet to keep track of bills, save money or just make it to your next wage/university tuition instalment.



Activity:

Using your own knowledge, our helpful tips and the internet, it's time to create your own 'University Budgeting Tool' using Microsoft Excel.

You'll need to **budget**, for **4 weeks**, for the following:

- Food
- Phone bill
- Travel
- Books
- Clothes
- Social events
- Other

Feel free to add additional items to this list!

Your **total** budget for the **4 weeks** is:

£1,000

Not sure how to get started?

Simply head to any of the following sites and check out their video tutorials and guides:

- **WIKIHOW**
- **YOUTUBE**
- **GOOGLE**



Your spreadsheet might look like this:

| | A | B | C | D | E | F | |
|----------------|---------------------|------------------|---------------|--------|--------------|-------------------|------------------|
| 1 | Weeks | Week 1 | Week 2 | Week 3 | Week 4 | | |
| 2 | Item | | | | | Item Total | |
| 3 | Food | | | | | £0.00 | |
| 4 | Phone Bill | | | | | £0.00 | |
| 5 | Travel | | | | | £0.00 | |
| 6 | Books | | | | | £0.00 | |
| 7 | Clothes | | | | | £0.00 | |
| 8 | Weekly Total | £0.00 | £0.00 | £0.00 | £0.00 | | |
| Budget: | | £1,000.00 | Spent: | | £0.00 | Remaining: | £1,000.00 |

Useful formulas

To create the total for each category -
=SUM(first cell:final cell)

For example, in our table it would be
=SUM(B3:E3)

To create the total for each category -
=SUM(weekly total+weekly total)

To create the total for each category -
=SUM(B8+C8+D8+E8)