

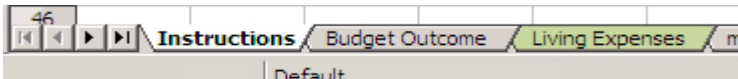
Intermediate Budget Sheet

Read the following sheets one by one

Rename each sheet to your own requirement by double click the tab at the bottom of the sheet

Rename all sheets. Add extra sheets – top menu bar – Insert – Sheet - New Dialog box open:

Move around the document using the arrows at the bottom left and right of your sheet. Use the



Arrows



To change colour of rows click on the row number then fill colour – Tool bar above document

	A
1	
2	
3	Read the follo
4	
5	Rename each
6	
7	Rename all s
8	
9	Move around t



Do not alter cells in your Budget Outcome sheet- you can change titles and you can alter total. Be sure not to alter the cells with formulas on the budget outcome sheet. These are the formulae: $=\$Communication.B17$ which you see in cell E16 on the Budget Outcome sheet. This formula takes a calculation from the living expenditure sheet and calculates automatically!

All the expenditure costs are totalled at bottom of each expenditure column. Insert your amount. The titles of each month can be changed by double clicking in the appropriate cell – highlighting a

You can adjust size of cells- top Menu Bar Format – Row or Column or sit your cursor on the

GOOD LUCK !

Instructions

et. A dialog box opens - rename by over typing – click ok

s for you to rename your sheet you can also position sheet before or after current sheet.

ie slide rulers to move further left Right up and down. Zooming in and out uses + & - bottom right



l. Colouring columns - the same for colouring the columns highlight the column by pressing 1

l income from previous year but not cells with formulas.
has already created for you.

y, bringing the figures into the Budget Outcome Sheet

ts under each month accordingly. These totals will go straight to the Budget Outcome Sheet
and over typing

every line and slide the line along with your left mouse button depressed

Instructions

ht of document

the desired letter of the column

Aug	Sep	Oct	Nov	Dec
0.00	0.00	0.00	0.00	0.00

Aug	Sep	Oct	Nov	Dec
0.00	0.00	0.00	0.00	0.00

Aug	Sep	Oct	Nov	Dec
0.00	0.00	0.00	0.00	0.00

0.00	0.00	0.00	0.00	0.00
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Sep	Oct	Nov	Dec
0.00	0.00	0.00	0.00

Sep	Oct	Nov	Dec
0.00	0.00	0.00	0.00

0.00	0.00	0.00	0.00
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Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
				70.00			
0.00	0.00	0.00	0.00	70.00	0.00	0.00	0.00

Sep	Oct	Nov	Dec
0.00	0.00	0.00	0.00

	Amount	Times	Estimate	Jan	Feb	Mar	Apr
Rates	600.00	2	1200.00				
Water			900.00				
House Insurance	900.00	1	900.00				
Gas	120.00	2	240.00				
Electricity	250.00	4	1000.00				
Repairs							
			4240.00	0.00	0.00	0.00	0.00

Sep	Oct	Nov	Dec
0.00	0.00	0.00	0.00

Jul	Aug	Sep	Oct	Nov	Dec
0.00	0.00	0.00	0.00	0.00	0.00