

Cry for Help

Computer Tips & Tricks for
the novice to the advanced.

Microsoft Excel

Having trouble getting started with your first spreadsheet? Or setting up the family budget? Try the following ...

Click the 'Start' button, select 'programs' then select 'Microsoft Excel'. We will start with a new worksheet so click 'File' on the menu and then 'New' and if a 'New Workbook' list appears on the right hand side of the screen then click on 'Blank Workbook' to start a new Excel worksheet.

Now we want to get the grid of cells to be a more useful size, so position the mouse pointer between the column headings 'A' and 'B' until the pointer icon changes to a double headed arrow. When you get this, click the mouse and while holding down the left button, drag the mouse to the right to make the column wider. You can do this to adjust the width of any column.

Then we want to define column 'B' as containing dollar amounts, so right click on the column heading 'B', select 'Format Cells' and then select 'currency' from the list of cell types.

Now you can start entering the information into the cells. In column 'A' enter the descriptions for your family budget items and in column 'B' enter the amount appropriate for each item.

Lastly, highlight all the amounts in column 'B' and click the Σ button to create a total amount.

Time now to save the file.

– Good Luck.



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