

1. **Cutting and Pasting** cell contents
 2. **Formatting cells** for an intended value
 - a. Examples
 - i. Numbers
 - ii. Currency
 - iii. Dates
 - iv. Decimal places
 3. Using **AutoSum** to write an Adding formula (look at how to do other formulas)
 4. Create **Graphs/Charts** to display data (bar, pie, line graphs, etc...)
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Track Monthly Expenditures

- 1) Create the **header row**, listing each utility you want to track
 - a. Year
 - b. Month
 - c. Total Expenditures (=SUM)
 - d. Rent or Mortgage
 - e. Insurance
 - f. Car payment
 - g. Gas (car)
 - h. Electricity
 - i. Water
 - j. Sewage
 - k. Phone
 - l. Cell
 - m. Internet
 - n. Cable
 - o. Groceries, etc.
 - p. Dining out
- 2) Enter (or paste) the applicable information in each row (use **SUM** for Total Expenditures)
- 3) Create a chart
 - a. see which month had the largest amount of expenditures (by graphing the monthly Total Expenditure amounts).
 - b. see a graphical breakdown of each utility for a specific month (by selecting all the utilities expenditures for a single month and graphing them).