



Building Budget

Name: _____ Hour: 1 2 3 4 5

Three years have now past. You have moved to Twin Falls and have been attending the College of Southern Idaho for the last two years. For the last year, you have been a shift manager on Saturday and Sunday and you still work several nights during the week as well. Last week you graduated from CSI and plan on working during the summer before you transfer to BSU in Boise.

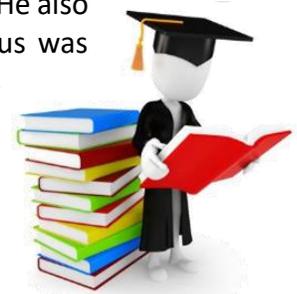
You are at work when Mr. Larson comes in. He asks if you can come see him in the office. He gives you an envelope and tells you that this is your graduation gift. It contains five \$100 bills! He also tells you that your request to be transferred to the restaurant on the BSU campus was approved by the regional manager and that you need to go see your new boss tomorrow. You politely tell Mr. Larson that you are scheduled to work tomorrow. Mr. Larson tells you not to worry, he will have your schedule changed.

After meeting with the BSU locations manager and going through your interview, she tells you that Mr. Larson strongly suggested that unless she had another suggestion, she should also offer you the job of being the new assistant manager since the previous one quit! You quickly accept the job.

After getting oriented at your new location, the manager trains you on your new responsibilities. Your first task is to create a monthly budget report that needs to be e-mailed to the corporate headquarters every month.

You look at the previous spreadsheet, and quickly determine that the previous assistant manager did not know how to use Excel very well, so you design a new workbook to keep track of this information.

~~Draw a line through each sentence~~ or use **highlighter pen** to ensure that you do not skip a step. You may also need the direction sheet from the previous assignment to remind you how to do some of the steps.

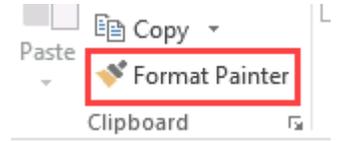


Put this in your portfolio!



1. Download the template for this assignment on the Happy Hamburger Hut website. Make sure you save it as "HHH Building Finances" under your "Documents" folder.
2. Name sheet 1 "January Budget". Change the color of the "January" sheet tab to Blue. To do this, right click on the tab and choose "Tab Color" and choose the color.
3. Turn on "Landscape" so the paper prints sideways. DO NOT turn on the Row and Column headings and the Gridlines on this project. We will use a special type of gridlines on this project instead.
4. Change the margins to .25" on the left and right. Change the top and bottom margins to .75. Change the Header and Footer margins to .25". Center this Vertically and Horizontally.
5. Header and Footers
 - A. The header should have the sheet name in the upper left corner. On the right, we want it to say "Rupert, Idaho". All of the header should be in MV Boli size 18.
 - B. The footer should have "Prepared by Your Name" on the left. On the right, it should have "Printed on <date>". All of the footer should be in MV Boli size 12.

6. Select ***all*** the cells in the worksheet and change the font to Trebuchet MS 12.
7. Select A1 through G1 and turn on Merge and Center. Change the font to Trebuchet MS 16 as well.
8. Select cells A3 through C3. Turn on Merge and Center. Also turn on bold.
9. Time to learn a new trick! Click in cell A3, and then go to HOME – CLIPBOARD – FORMAT PAINTER. Notice that your mouse cursor changes. Click on cell A7 now. The computer “painted” the formatting from A3 to A7. You can also double click on the icon and paint multiple cells. If you do the double click, you have to turn it off by clicking on the paintbrush icon again, or pressing Escape on your keyboard.



10. Click in cell A3 and use the Format Painter icon to “paint” cells E3, E12, and E20.
11. Since tricks are cool, here is another one! Select cells A16 through B16, hold down the CTRL key, select A20 through B20. Let go of the CTRL key now. Notice that Excel selected cells that don’t touch each other? Now, turn on Merge and Center as well as Bold.
12. Using the CTRL trick, select cells C5, C12, A14, B14, and C14. Turn on bold.
13. Click in cell C5 and double click the Format Painter icon. Now, click on cell G10, G18, G23, E25, F25, and G25. All these cells are now bold as well. Remember to either click on the Format Painter icon to turn it off, or, you can also press the ESC key and that will turn it off as well.
14. Now, using either of the two tricks, make all the rest of the cells that contain the word “Formula” bold.
15. Using any of the tricks, make cell A25 and A27 bolds well.
16. Select the columns that will deal with money and turn on the Currency format.
17. Look on your sample spreadsheet. See how all the cells with question marks have a diamond, circle, or other shape around them? See how each group of numbers has a different style of box going around them? These diagrams will help you with the next direction that deals with formulas.

18. Formulas to find out how much money we have:

- A. In cell C5, use a formula that adds up all the available funds.
- B. In cell C12, use a formula that adds up all the money in the cash registers.
- C. *In cell B14, use a formula that will add up the group of cells the diagram indicates.
- D. In cell C14, use a formula that only adds up the two cells the diagram indicates. Do not use a SUM formula for this since you do not want to include the cells between the two question marks.

*You will not be able to use the dragging trick on these 2 formulas.

19. Formulas to find out how much our bills are:

- A. In cell G10, use a formula to add up all the monthly building expenses.
- B. In cell G18, use a formula to add up the monthly utility expenses.
- C. In cell G23, use a formula to add up the monthly misc. expenses.
- D. *In cell F25, use a formula to add up all the money from group of the cells the diagram indicates.
- E. In cell G25, use a formula that adds up the three cells the diagram indicates. Do not use a SUM formula for this since you do not want to include the cells between the three question marks.



20. Now for a new formula. Get out your "Formula Notes" handout so Mr. Larson can teach you the formula.

21. Formulas using the new formula:

- A. In cell B17, transfer the Available Funds value from cell C5.
- B. In cell B18, transfer the amount of money from cell C12.
- C. In cell B21, transfer your Building Expenses value from the correct cell.
- D. In cell B22, transfer your Utility Expenses value from the correct cell.
- E. In cell B23, transfer your Misc. Expenses value from the correct cell.

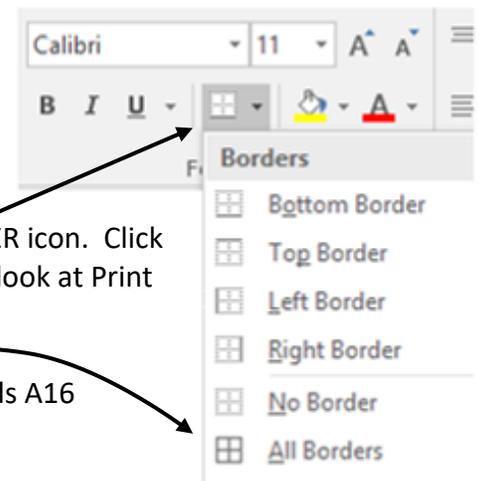


22. You now want to find out how the budget looks overall.

- A. In cell B25, we want to subtract the Total Expenses from the Total Store Funds.
- B. In cell B27, subtract the Total Expenses from the Checkbook.

23. Adjust the width of the cells so your mouse fits. In column D, make it three mouse cursors wide.

24. Go to FILE – PRINT and see how your paper does not have any gridlines or row and column headings? That is what we want it to look like for now. Go to the back icon and follow the next several directions.



25. Select cells A3 through C14. Go to HOME – FONT – and find the BORDER icon. Click on the drop down arrow and find "All Borders" and click on it. Now to look at Print Preview and continue with the directions.

26. Select cells E3 through G25 and turn on the special gridlines. Select cells A16 through B27 and turn on the special gridlines.

27. Insert a clipart in cells C18 through D25 that would go well with a budget.

28. Change the dollar values for the following budget items in your spreadsheet.

- | | |
|-----------------------------------|-------------------------------|
| A. Cash register 3: \$150.00 | G. Natural gas: \$675.00 |
| B. Cash register 4: \$150.00 | H. Water and sewer: \$326.00 |
| C. Cash register 5: \$75.00 | I. Garbage: \$75.00 |
| D. Building maintenance: \$500.00 | J. Equipment repair: \$500.00 |
| E. Snow plowing: \$150.00 | K. Office expenses: \$75.00 |
| F. Electricity: \$725.00 | |



29. Check your work for any spelling errors and make the necessary corrections.

30. Show Mr. Larson your formulas and turn in your paper after writing about the following topic.



Your family has their own bills to pay. Pretend that your parents came to the family and said that they had to cut down on the bills for some reason (not enough money to pay the bills, or, to save money for a vacation). Obviously, you have to pay the house payment and other bills. There are bills that your family has that are for things you want, but do not have to have. Think of several of these types of bills and tell me two that your family could cancel to help save the family money. Also, tell me what you could do in order to reduce the price of the water bill and electricity bill.

	A	B	C	D	E	F	G	H	I	
1	Monthly Building Budget									
2										
3		Available Funds				Monthly Building Expenses				
4	Checkbook	\$16,000.00			Restaurant payment	\$2,703.36				
5	Petty cash	\$1,200.00			Property tax	\$423.97				
6					Insurance	\$476.38				
7		Cash Register Money			Building maintenance	\$0.00				
8	Cash Register 1	\$300.00			Summer - lawn care	\$0.00				
9	Cash Register 2	\$300.00			Winter - snow plowing	\$0.00				
10	Cash Register 3	\$0.00			Weekend cleaning crew	\$1,206.24				
11	Cash Register 4	\$0.00								
12	Cash Register 5	\$0.00								
13										
14	Total Store Funds				Monthly Utility Expenses					
15					Electricity	\$0.00				
16					Natural gas	\$0.00				
17	Available Funds				Telephone	\$125.36				
18	Cash Register Money				Internet	\$72.99				
19					Water and sewer	\$0.00				
20					Garbage	\$0.00				
21	Building Expenses				Monthly Misc. Expenses					
22	Utility Expenses				Equipment repair	\$0.00				
23	Misc. Expenses				Uniform rent/cleaning	\$1,364.19				
24					Office expenses	\$0.00				
25	Full Amount Remaining				Total Expenses					
26										
27	Real Amount Remaining									
28										