**ICT FS Task 9: Monthly Budgets**

**Section A**

a) Set up a spreadsheet like the one shown on the right

b) Save it to your ICT FS folder and call it ‘Task 12 Monthly Budgets’

c) Format any cells containing money to ‘currency’ and to 2 d.p

d) Highlight the months ‘January’ through to ‘May’ and make them bold and centred

e) Merge & Centre cells A1 to E1

f) Make ‘Monthly Budget Records’ size 20 and centre it

g) Change the font style of ‘Monthly Budget Records’ to one of your choice

h) Change the font colour of ‘Monthly Budget Records’ to one of your choice



i) Put a thick border around the table

j) Put a thin border on the inside of the table.

Your spreadsheet should look like this:

k) In cell A13 type ‘totals’

l) In Cell B13 write a formula to calculate the total amount spent in January

m) In Cells B13 to F13 write a formula to calculate the amount spent each month.

n) In Cell G3 write the word ‘totals’

o) In Cell G4 write a formula to calculate the total amount of rent

p) In cells G5 to G12 write formulae to calculate the total amount spent on each item

q) In cell G13 write a formula to calculate the total amount spent overall.

r) In Cell F14 write ‘average’

s) In Cell G 14 write a formula to calculate the average of all of the totals from G4:G12

Save your work and email to dparker@stvincent.ac.uk

**Section B**

t) In Cell F15 write ‘highest’

u) In Cell G 15 write a formula to find the highest out of all the totals in cells G4:G12

v) In Cell F 16 write ‘lowest’

w) In Cell G 16 write a formula to find the lowest out of all the totals in cells G4:G12

x) In Cell F17 write the word ‘comment’

y) In Cell G17 write a formula that will look at the total amount you have spent in G13 and display the words ‘On target’ if you have spent less than £5,000 or display the words ‘Overspend’ if you have spent £5,000 or more.

z) Highlight cells B3:F3 AND cells B13:F13 and create a simple column chart as an object in the sheet you are working on.

aa) Put your name and ‘task 1’ into the footer

ab) Print your spreadsheet to one page showing row and column headers and also gridlines

ac) Show your formulas

ad) Print your formula to fit on one page

**When you have finished, you should hand in:**

a print out of your spreadsheet

a print out of your formula sheet