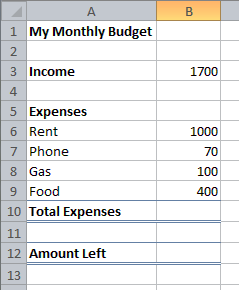
MS Excel: Formulas & Functions – Additional Practice

**Activity 1**



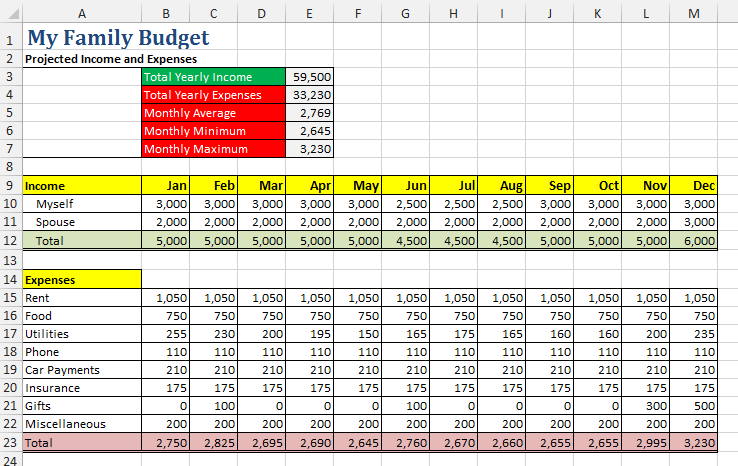
What formula calculates your total expenses?

What formula calculates your Income minus your total expenses?

1. Open a new, blank workbook in Excel
2. Using the example, create a simple monthly budget for your income and expenses
3. Enter the proper formulas in the **Total Expenses** and **Amount Left** fields

**Activity 2**

1. Open a new tab (worksheet) in your workbook
2. Using the example below, create a yearly budget for your income and expenses. Leave all the **Total** fieldsand **Monthly Average/Min/Max** fields blank
3. Use the **SUM** function to calculate a Total for January Income. Fill the formula across the row.
4. Use the **SUM** function to calculate a Total for January Expenses. Fill the formula across the row.
5. Use the **SUM** function to calculate the Total Yearly Income and Yearly Expenses
6. Use the **AVERAGE**, **MIN**, and **MAX** functions to calculate the totals for the appropriate cells.



**=AVERAGE(B23:M23)**

**=MIN(B23:M23)**

**=MAX(B23:M23)**