Activity Sheet: MS Excel – Formulas & Functions

**Activity #1**

1. Open *Practice File-* *Formulas & Functions*. It will appear as below:



1. In the **TOTAL INCOME** box below the **Jan** column, enter the correct formula to calculate the income for January [**=B11+B12**].
2. Copy and paste (or fill) the formula from cell **B13** into cells **C13**:**M13** to find income totals for the months of February through December.

**Activity #2**

1. In the **Total Expenses** box below the **Jan** column, use the **AutoSum** button to put a formula in cell **B27** to calculate the expenses for January [**=SUM(B16:B26)**].
2. Copy and paste (or fill) the formula from cell **B27** into cells **C27**:**M27** to calculate income totals for the months of February through December.
3. Put a formula in cell **N16** to total the cells in **B16:M16**, using the **SUM** function. Then copy (or fill) the formula in cell **N16** into cells **N17**:**N26**. Do the same to get the totals in **N11** and **N12**.
4. Copy the formula in **M13** to **N13**.

**Activity #3**

1. Calculate the **% of Income** the mortgage accounts for in cell **O16**.
2. Use the **Auto-fill** function to calculate the **% of Income** for each remaining expense category in cells **O17**:**O26**.
3. Edit each formula so that the first number in each formula is divided by cell **N13** (i.e., **=N17/N13**, **=N18/N13**, **=N19/N13**, and so on)

**Activity #4**

1. Use the **SUM** function to calculate the total income for the year in cell **B3**.
2. Use the **SUM** function to calculate the total annual expenses in cell **B4**.
3. Enter the correct formula to calculate the total yearly **SURPLUS CASH** in cell **B5**.
4. Use the **Average** function to calculate the **Monthly Average** in cell **B6** [**=AVERAGE(B27:M27)**].
5. Use the **MIN** function to calculate the minimum monthly expenses for the year [**=MIN(B27:M27)**].
6. Use the **MAX** function to calculate the maximum monthly expenses for the year [**=MAX(B27:M27)**].

The completed chart should look like the one below:

