Let’s start organizing our budget information. We’ve opened Excel Online and have a blank spreadsheet. The document is divided into columns, which are labeled with a letter, and rows which are labeled with a number. Each box where a row and column intersect is called a “cell” and stores individual pieces of information which we call data.

I’ll click in the first cell, or cell A1, to select it. Then I’ll type the title for this document. Then we’ll press “Enter” on the keyboard to move down to Row 2.
This is how our finished budget will look. Your finished budget may have different expense categories and amounts based on where you live and how large your family is.

We list types of expenses on the left. Then we have columns showing our budget and how much we actually spent. The last column calculates the difference between the two.
In the second row, we'll type labels for each column of our budget. Let’s start with “Category”. This column will list the expense categories.

To move over to the right, press the “Tab’ key on the keyboard. Go ahead and press it now.
The second column will show how much we plan to spend in each category, so we’ll type “Budgeted” in this cell.

The third column will show how much we’ve actually spent.

Finally, we’ll use the fourth column to calculate the Difference between what we budgeted and what we actually spent. It will tell us whether we went over or under our budget.
Next we can list our categories in the column on the left. To select a different cell, just click on it.
<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Household</td>
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<td></td>
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</tr>
<tr>
<td>2</td>
<td>Budgets</td>
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</tr>
<tr>
<td>3</td>
<td>August 2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4</td>
<td>Category</td>
<td>Budgeted</td>
<td>Spent</td>
<td>Difference</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Why don’t you try clicking on cell A3 now.
Great, now I'll list the main categories of expenses. On your budget, you can change these categories to match your expenses.

At the bottom of the list, I'll add a line for our totals.
Now we can type in the amounts that are budgeted for each category into each cell in column B.

We don’t have to type the dollar sign or any commas. We'll add those by formatting the cells in the next activity.