Activity Sheet: MS Excel – Formulas & Functions

Activity #1

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

   ![Image](image_url)

2. In the TOTAL INCOME box below the Jan column, enter the correct formula to calculate the income for January [\(=B11+B12\)].

3. 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 [\(=\text{SUM}(B16:B26)\)].

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: