

## Monthly Expenses

1. Save As Monthly Expenses
2. Insert additional sheets into the file and rename them as follows
  - a. Quarterly Summary
  - b. January
  - c. February
  - d. March
3. Key the data below into Quarterly Summary

	A	B
1	Quarterly Summary of Expenses	
2		
3	Advertising Expense	
4	Charitable Contributions Expense	
5	Credit Card Fee Expense	
6	Federal Income Tax Expense	
7	Insurance Expense	
8	Miscellaneous Expense	
9	Payroll Tax Expense	
10	Rent Expense	
11	Repair Expense - Computer	
12	Repair Expense – DJ/Lighting	
13	Repair Expense – Kitchen	
14	Salary Expense	
15	Supplies Expense	
16	Utilities Expense	
17	TOTAL EXPENSES	

4. Copy and Paste the list of Expenses in Column A on the Quarterly Summary sheet to each monthly sheet, beginning on Row 3.
5. Key the title “January Expenses” on row 1 of the January sheet. Continue to title each sheet (February through March) in the same way using the appropriate month’s name.
6. Key the monthly expense amount as shown below
  
7. Use the AutoSum to find the “Total Expenses” for each month in cell B17 for each sheet.
8. In cell B3 of the Quarterly Summary sheet, insert the formula to add the Total Advertising Expenses for January, February and March.
9. Use the AutoFill feature to copy the formula down to the remaining expenses on the Quarterly Summary Sheet.
10. Format all numbers to currency with the \$ symbol and 2 decimal places on each sheet.
11. Display formulas in your spreadsheet.
12. Resave the file.
13. Set the print area to include all the cells containing data for each spreadsheet.

## Monthly Expenses

14. Print Preview and adjust Page Setup with the following changes:

- a. Paper Orientation should be portrait
- b. Page margins should be .25 inches on all sides
- c. The sheets should all show gridlines.
- d. The scaling should be set to fit to one page.

15. Print a copy and turn in.

	A	B
1	January Expenses	
2		
3	Advertising Expense	557.00
4	Charitable Contributions Expense	150.50
5	Credit Card Fee Expense	263.00
6	Federal Income Tax Expense	203.00
7	Insurance Expense	522.00
8	Miscellaneous Expense	155.34
9	Payroll Tax Expense	669.00
10	Rent Expense	3899.00
11	Repair Expense - Computer	401.65
12	Repair Expense – DJ/Lighting	151.75
13	Repair Expense – Kitchen	927.75
14	Salary Expense	210.00
15	Supplies Expense	935.00
16	Utilities Expense	494.00
17	TOTAL EXPENSES	

	A	B
1	February Expenses	
2		
3	Advertising Expense	267.00
4	Charitable Contributions Expense	0.00
5	Credit Card Fee Expense	820.00
6	Federal Income Tax Expense	957.00
7	Insurance Expense	407.00
8	Miscellaneous Expense	639.00
9	Payroll Tax Expense	382.00
10	Rent Expense	4500.50
11	Repair Expense - Computer	345.00
12	Repair Expense – DJ/Lighting	768.00
13	Repair Expense – Kitchen	754.00
14	Salary Expense	143.00
15	Supplies Expense	507.00
16	Utilities Expense	344.00
17	TOTAL EXPENSES	

Monthly Expenses

	A	B
1	March Expenses	
2		
3	Advertising Expense	878.00
4	Charitable Contributions Expense	211.00
5	Credit Card Fee Expense	534.47
6	Federal Income Tax Expense	301.00
7	Insurance Expense	201.00
8	Miscellaneous Expense	524.00
9	Payroll Tax Expense	908.00
10	Rent Expense	4509.50
11	Repair Expense - Computer	646.00
12	Repair Expense – DJ/Lighting	955.00
13	Repair Expense – Kitchen	976.76
14	Salary Expense	707.00
15	Supplies Expense	814.00
16	Utilities Expense	356.00
17	TOTAL EXPENSES	