*For help, see the completed example on the following page.*

**Step 1: Enter and format text**

|  |  |  |
| --- | --- | --- |
| Cell | Text to type in | Formatting |
| A1 | Monthly Income | Bold |
| A2 through A19 | Your income categories | N/A |
| C1 | Monthly Expenses | Bold |
| C2 through C19 | Your expense categories | N/A |
| E1 | Balance | Bold |

**Step 2: Enter and format numbers**

|  |  |  |
| --- | --- | --- |
| Cell | Text to type in | Formatting |
| B2 through B19 | Your income amounts | Currency |
| D2 through D19 | Your expense amounts | Currency |

**Step 3: Enter and format formulas**

|  |  |  |
| --- | --- | --- |
| Cell | Formula | Formatting |
| B20 | AutoSum | Currency |
| D20 | AutoSum | Currency |
| E20 | =B20-D20  | Currency and BoldRed if negative and Green if positive |

**Step 4: Format borders**

With your mouse, click on cell A1 and drag until your mouse pointer is on cell E20. Release your mouse. You should have the table highlighted in blue. Under the Home/Font group, find the borders icon. Use the drop down menu to choose All Borders.

