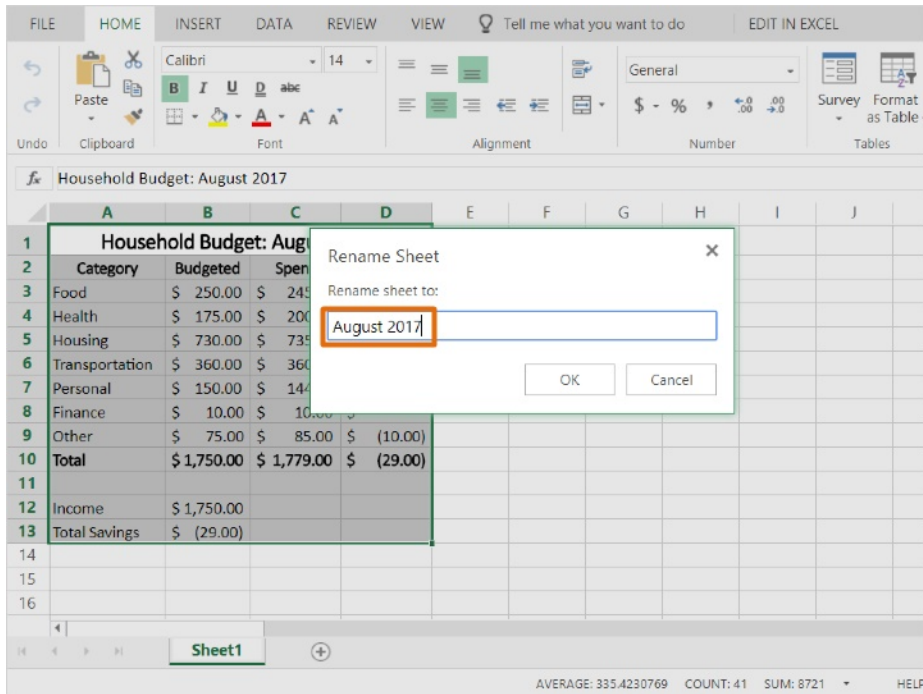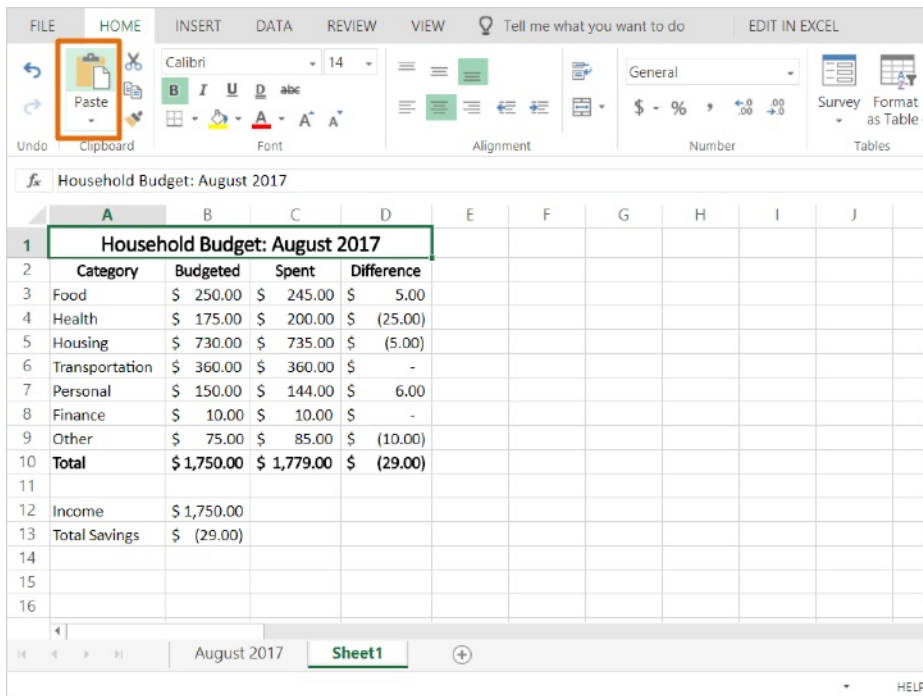# Making a Budget Template

This month's budget is complete. Now we can use it as a template for next month, rather than starting from scratch.

At the bottom of the window are tabs that represent each worksheet. We can have multiple worksheets inside of the same file.

First, double click on the tab to name this worksheet. I'll type the month and the year, and click OK.

Next, click on the Plus Sign to create a new worksheet.

We'll go back to the first worksheet and copy all the cells. I can select all cells with this triangular button in the top left corner of the spreadsheet. Next I click the icon to copy those cells.

I'll return to our blank worksheet and click on paste.

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Now we have a duplicate worksheet. I'll rename it for the next month.
We need to change the month in the heading. I can Double-Click on the cell to edit the text.

I'll click after the month, delete the text by pressing Backspace, and type the new month. I press Enter to finish making the change.

Some expenses may vary greatly from month-to-month, so you may need to review and edit your estimated amounts. For example, the cost of utilities might change between seasons depending on the cost of heating and air conditioning. For now, we'll leave these amounts the same.

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We can clear out the amounts spent by selecting them and pressing "Delete" on the keyboard. I'll delete the income amount too.

Notice all the formulas are still there and ready to go. When I add some expenses for this month, they immediately start to fill in.

| | HOME | INSERT | DATA | REVIEW | VIEW | Tell me what you want to do | EDIT IN EXCEL |

fx =SUM(C3:C10)

	A	B	C	D	E	F	G	H	I	J
1	Household Budget: September 2017									
2	Category	Budgeted	Spent	Difference						
3	Food	$ 250.00	$ 245.00	$ 5.00						
4	Health	$ 175.00	$ 200.00	$ (25.00)						
5	Housing	$ 730.00	$ 700.00	$ 30.00						
6	School Supplies	$ 50.00	$ 48.50	$ 1.50						
7	Transportation	$ 360.00		$ 360.00						
8	Personal	$ 150.00		$ 150.00						
9	Finance	$ 10.00		$ 10.00						
10	Other	$ 75.00		$ 75.00						
11	Total	$ 1,800.00	$ 1,193.50	$ 606.50						
12										
13	Income	$ 1,800.00								
14	Total Savings	$ 606.50								
15										
16										

August 2017 **September 2017** (+)

HELP

If you need to add a new expense for a particular month, you can insert a row. Right click on the row header and choose "Insert". The new row appears just above where you clicked. I'll add in some new expenses.

When you insert a row, sometimes the formatting and formulas will automatically be applied. If they are not, you can apply the formatting and check your formulas to make sure they are still accurate.

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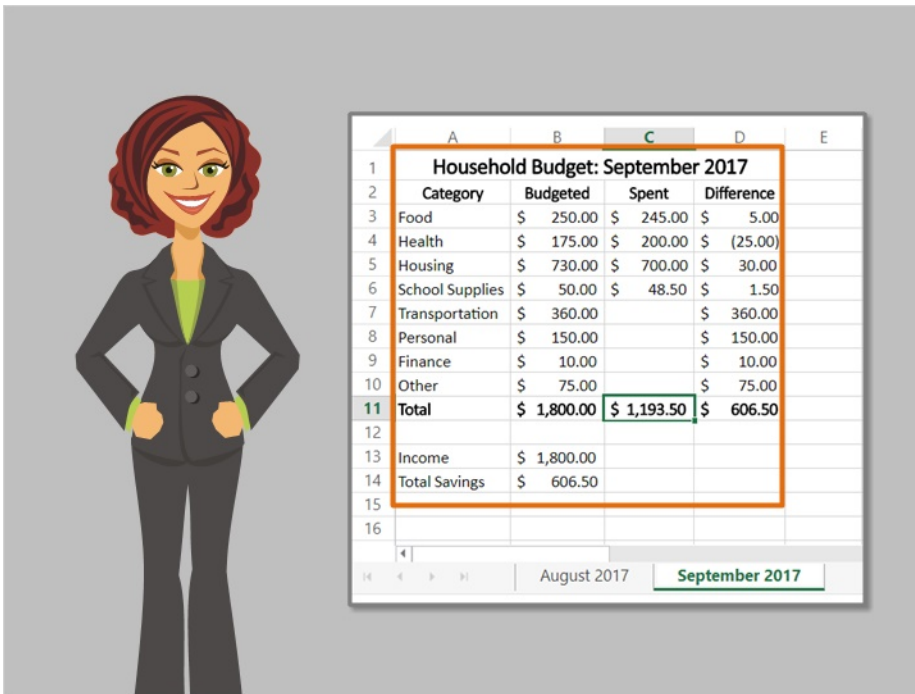
Our budget is complete! We can use this budget every month to keep track of income and expenses.

You can customize the budget to show whichever expenses you need to keep track of, and use formulas and functions to quickly do the math for you.

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