

Microsoft Excel - Creating a Personal Budget Plan

Workbook Activity

Table of Content

I. Diverse groups description and accommodations	Pages 3-5
II. Lesson Plan (<i>student centered-technology integrated</i>):.....	Page 6
Creating a Personal Budget Plan	
III. 10 Steps -NTeQ model	Page 7
IV. Personal Budget Plan Instructions:	Pages 8-22
Excel Spreadsheet/Pie Chart	
V. Appendix.....	Pages 24-28
VI. Work cited	Page 29

LESSON PLAN

Objective: Students will create a spreadsheet and a pie chart using Microsoft Excel to measure expenses needed based on the lifestyle choices selected from the "Getting a Reality Check website."

Course: Business Information Management

Grade Level: 9-12

Duration: 5 hours

Assignment: Day 1

- Students will go to Reality Check website
- Pass out Reality Check worksheet to each student
- Explain and demonstrate the instructions to the students (LCD Project/Screen)
- Students will select their choice for each categories/make sure each student spends money in each category.
- Print the "Total Expenses"
- Refer to Reality Check worksheet: Add total number of circles marked, and write in the Total Space

Assignment: Day 2-4

- Have Students to take out their Total Expense sheet they printed from the results from "Get a Reality Check," and Reality check worksheet
- Quick review of results from the Reality Check worksheet/Total Expenses sheet
- Have students to go to their "Career Spotlight" website,
Note: Need to determine their career salary base amount/monthly budget to complete their personal budget plan.
- Pass out the instructions handouts on creating a spreadsheet and pie chart for their personal budget plan.

Materials /Resources

- Computer, Internet, Microsoft Excel (spreadsheet),
- Website on "Getting a Reality Check" <http://www.texasrealitycheck.com/>

Accommodations:

Students be allowed extra time to complete assignment, simplified instructions, visual examples and graphic organizers if needed.

Assessment:

Teacher Evaluation/Personal Budget Sheet Rubric

Special Education: (Student 1)

DESCRIPTION:

- Check for Understanding
- Extended Time Assignment
- Reading Assistance
- Shortened Assignment
- Study Aids/Manipulative(visuals)

Accommodations and Modifications:

Assignment: Excel- Personal Budget Sheet

1. Instructions for Excel Spreadsheet instructions are divided into four parts. Upon completion of each section student will be given the next set of instructions.
2. Large print modifications
3. As student complete steps I will check for understanding.
4. Visuals display examples of steps
5. Extended Time

How accommodations/modifications meet the needs of the students?

- Dividing the instructions into Parts allows the student to concentrate and focus on one section at a time; and it also helps the student to feel less overwhelmed. The students are able to see immediate progress and it helps to give student a sense of accomplishment.
- The large print allows the instructions to be more reader friendly and the visual examples help to build student confidence and to self-assess themselves as they work through each step on their own and there able to see if they are on the right track.
- Extended time will help student to complete the assignment at their own pace and not feel afraid on time of not being able to complete the assignment on time.
- Helping the students develop real life basic finance concepts and the important fundamental money skills to be successful with spending and saving.
- Helps students to imagine by looking into the future (where will they live, what type of car, etc.)

Special Education: (Student 2)

DESCRIPTION:

- Use of blank graphic organizer
- Study Aids/Manipulative(visuals)
- Repeated Review
- Extended Time Assignment
- Check for understanding

ACCOMMODATIONS AND MODIFICATIONS:

Assignment: Excel- Personal Budget Sheet

1. Assist student with completing graphic organizer to help student organize his or her budget plan.
2. Instructions for Excel Spreadsheet instructions are divided into four parts. Upon completion of each section student will be given the next set of instructions.
3. Extended Time
4. As student complete steps I will check for understanding.
5. Visuals display examples of steps
6. Large print modifications

How accommodations/modifications meet the needs of the students?

- Graphic Organizer will help student to organize the entire workbook before inputting information in the spreadsheet. This will eliminate the instructions steps from four Parts to at least three.
- Dividing the instructions into Parts allows the student to concentrate and focus on one section at a time; and it also helps the student to feel less overwhelmed. The students are able to see immediate progress and it helps to give student a sense of accomplishment.
- The large print allows the instructions to be more reader friendly and the visual examples help to build student confidence and to self-assess themselves as they work through each step on their own and there able to see if they are on the right track.
- Extended time will help student to complete the assignment at their own pace and not feel afraid on time of not being able to complete the assignment on time.
- Helping the students develop real life basic finance concepts and the important fundamental money skills to be successful with spending and saving.
- Helps students to imagine by looking into the future (where will they live, what type of car, etc.)

(ESL)English as a second language: (Student 3)

DESCRIPTION:

Level 4: Student understands and speaks conversational and academic/business/professional English well; is near proficient in reading, writing, and content area skills needed, to meet grade level expectations.

ESL ACCOMMODATIONS:

Assignment: Excel- Personal Budget Sheet

1. Buddy system –bilingual student sits next to ESL student and help assist student with class assignments
2. Visuals display examples of step by step instructions
3. Check for understanding and observe students completion of each step.

How accommodations/modifications meet the needs of the students?

- Including the visual examples helps student to interpret the written word through the use of pictures for reassurance that the student comprehend what their reading.
- Assigning my ESL student a buddy helps enforces cooperative learning and it also helps the student to be successful and not afraid of asking for help from the teacher, in which many cases students will do.
- Helping the students develop real life basic finance concepts and the important fundamental money skills to be successful with spending and saving.
- Helps students to imagine by looking into the future (where will they live, what type of car, etc.)

NTeQ Model – 10 Step Process

(Lesson - Personal Budget Plan/Excel Spreadsheet)

1. Specify Objective	Students will create a pie chart and spreadsheet using Excel 2010 to measure monthly expenses needed based on the lifestyle selected from the “Getting a Reality Check” website by selecting choices from all ten categories
2. Computer Functions	PC and Excel Spreadsheet application
3. Specify the Problem	Based on the information gathered from the Reality Check , the student must create a spreadsheet based their expenses to see what type of income he or she will need to earn each month to meet the needs and want.
4. Research Analysis	Gather data from the Getting a Reality Check website and Career Research Project from previous lesson.
5. Results	Prospective Personal Budge Plan based on future Career Choice.
6. Activities During	<ul style="list-style-type: none"> • Internet Access • Reality Check website/Worksheet • Printed Total Expense Results
7. Activities Before	<ul style="list-style-type: none"> • Reality Check website • Information Gathered from Career Research
8. Activities After	Students will write a brief essay on their Reality Check experience, and whether or not he or she is living beyond their means.
9. Supporting Activities	<ul style="list-style-type: none"> • Visual Examples • Graphic Organizer • Cooperative Learning
10. Assessment	Teacher Evaluation and Personal Budget Sheet Rubric

Microsoft Excel Personal Budget Plan

INSTRUCTIONS

PART 1:
Entering Data/Calculating
Formulas

PART 1: Entering Data/Calculating Formulas

STEP 1:

Career Salary Amount: _____

Determine your monthly Gross Pay: _____

For example:

Career Salary 60,000

Monthly Gross: 60,000 /12 months in a year =

STEP 2:

Please Read the Instructions Below:

Open a blank Excel Workbook

In row A1 type the title: My Monthly Budget: Year 2030

Please change the font size to 16, Merge Center, and Bold the entire Title.

Save As Monthly Budget(your initials)

PART 2:

Entering Data in Spreadsheet

PART 2: Entering Data into Spreadsheet

INSTRUCTIONS: Please read and follow the instructions below:

1. In cell **A6** type the title **Monthly Expenses**.

2. In cells **A7-A17** type the following monthly

Example of
Part 2

6	Monthly Expenses
7	Housing
8	Utilities
9	Food
10	Transportation
11	Clothes
12	Health Care
13	Personal
14	Entertainment
15	Misc
16	Savings
17	Student Debt Loan

3. In cell **B18** type the Title **Total Expenses**

4. In cell **B20** type the **Remaining Balance**.

18	Total Expenses
19	
20	Remaining Balance

5. In cells B7- B7 enter your total expenses (See Realty Check Total Expense sheet)

	A	B	C	D	E	F
1	My Monthly Budget Plan: Year 2030-2031					
2						
3		Gross Pay	Federal Income	Social Security	Savings	Net Pay
4						
5						
6	Monthly Expenses					
7	Housing	939.00				
8	Utilities	416.00				
9	Food	400				
10	Transportation	733.00				
11	Clothes	275.00				
12	Health Care	169.00				
13	Personal	450.00				
14	Entertainment	0.00				
15	Misc	400.00				
16	Savings	378.00				
17	Student Debt Loan	247.00				
18	Total Expenses					
19						
20	Remaining Balance					

PART 3:

Calculating Formulas

PART 3: Calculating Formulas

❑ In Cell B18 (Use the formula method to determine your total expense for each month)

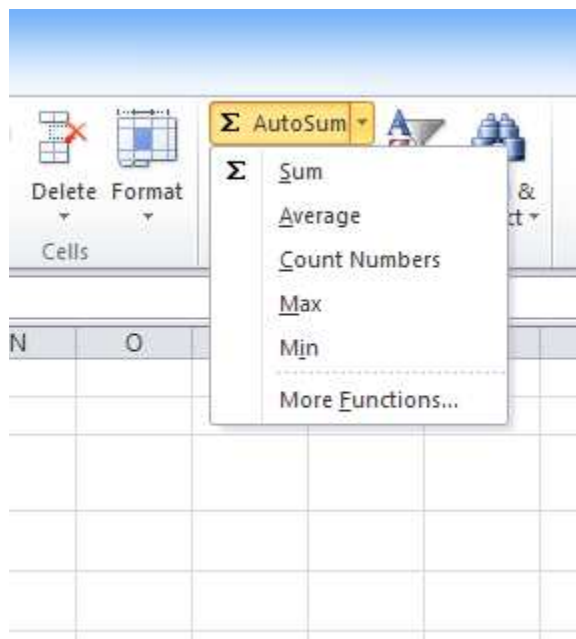
Steps:

1. Select cells B7 through B17

	A	B	C	D	E	F
1	My Monthly Budget Plan: Year 2030-2031					
2						
3		Gross Pay	Federal Income	Social Security	Savings	Net Pay
4		6,000.00	600.00	372.00	\$100	\$4,928.00
5						
6	Monthly Expenses					
7	Housing	939.00				
8	Utilities	416.00				
9	Food	400				
10	Transportation	733.00				
11	Clothes	275.00				
12	Health Care	169.00				
13	Personal	450.00				
14	Entertainment	0.00				
15	Misc	400.00				
16	Savings	378.00				
17	Student Debt Loan	247.00				
18	Total Expenses					
19						
20	Remaining Balance					
21						

2. Click the **Auto Sum Button** located on you Ribbon bar (see below).

3. Select **Sum** from the pull down menu.



4. See Total Expense amount in cell B18.

	A	B	C	D	E	F
1	My Monthly Budget Plan: Year 2030-2031					
2						
3		Gross Pay	Federal Income	Social Security	Savings	Net Pay
4		6,000.00	600.00	372.00	\$100	\$4,928.00
5						
6	Monthly Expenses					
7	Housing	939.00				
8	Utilities	416.00				
9	Food	400				
10	Transportation	733.00				
11	Clothes	275.00				
12	Health Care	169.00				
13	Personal	450.00				
14	Entertainment	0.00				
15	Misc	400.00				
16	Savings	378.00				
17	Student Debt Loan	247.00				
18	Total Expenses	4407.00				
19						
20	Remaining Balance					

5. In cell B20 calculate your remaining balance.

Subtract the Net Pay (In cell F4) – Remaining Balance (In cell B20)

See Example: =F4-B18 (Press Enter)

	A	B	C	D	E	F
1	My Monthly Budget Plan: Year 2030-2031					
2						
3		Gross Pay	Federal Income	Social Security	Savings	Net Pay
4		6,000.00	600.00	372.00	\$100	\$4,928.00
5						
6	Monthly Expenses					
7	Housing	939.00				
8	Utilities	416.00				
9	Food	400				
10	Transportation	733.00				
11	Clothes	275.00				
12	Health Care	169.00				
13	Personal	450.00				
14	Entertainment	0.00				
15	Misc	400.00				
16	Savings	378.00				
17	Student Debt Loan	247.00				
18	Total Expenses	4407.00				
19						
20	Remaining Balance	=F4-B18				

6. Press Enter and see amount appear in cell B20

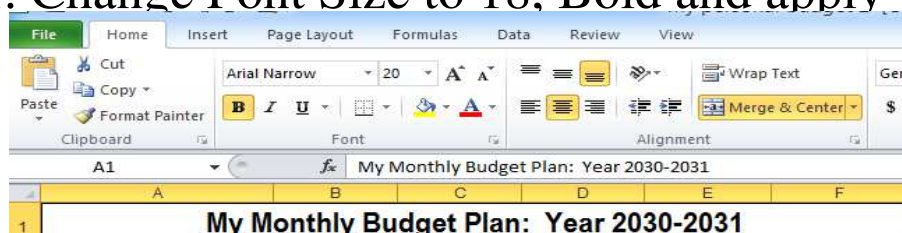
20	Remaining Balance	\$521.00
21		

PART 4:

Formatting Procedures

PART 4: Formatting Procedures

- ❑ Merge Center the Title My Personal Budget in cell A1 through F1. Change Font Size to 18, Bold and apply shade color



- ❑ Please change the Font Size in Row A3 through F16 to 14 and Bold.
- ❑ Bold all the information in Row 3 and change font Size to 12.
- ❑ Bold the information in column A6 through A16 change font size to 12.
- ❑ Apply Currency to B4 through F4 and B8 through B16. *Currency should be 2 decimal places with dollar sign.*
- ❑ Apply the Format Cell Style to your Personal budget sheet to make it more Professional and appealing

My Monthly Budget Plan: Year 2030-2031					
	Gross Pay	Federal Income	Social Security	Savings	Net Pay
	\$ 6,000.00	\$ 600.00	\$ 372.00	\$ 100.00	\$ 4,928.00
Monthly Expenses					
Housing	\$ 939.00				
Utilities	\$ 416.00				
Food	\$ 400.00				
Transportation	\$ 733.00				
Clothes	\$ 275.00				
Health Care	\$ 169.00				
Personal	\$ 450.00				
Entertainment	\$ -				
Misc	\$ 400.00				
Savings	\$ 378.00				
Student Debt Loan	\$ 247.00				
Total Expenses	\$ 4,407.00				
Remaining Balance	\$521.00				

PART 5:

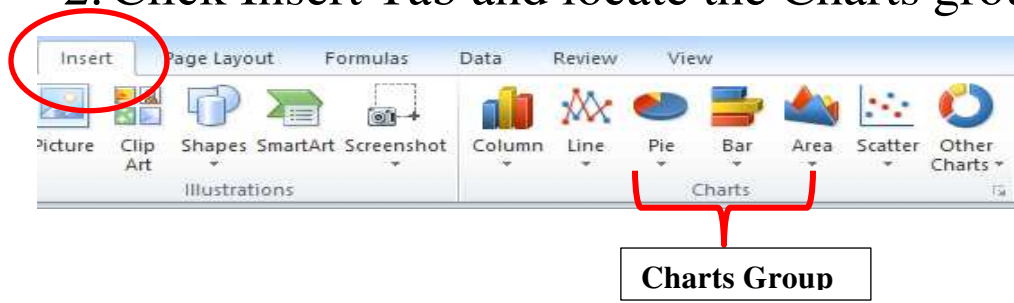
Creating a Chart

PART 5: Creating A Chart

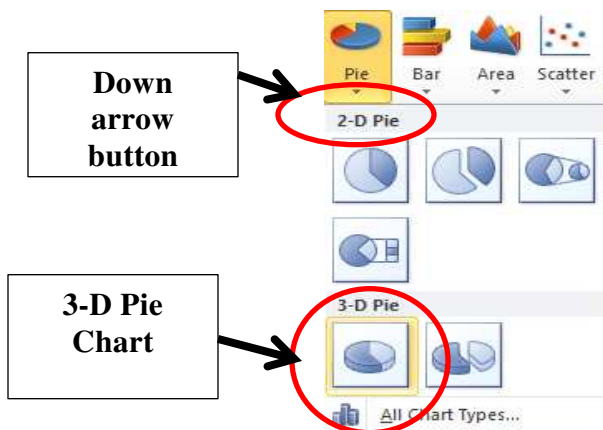
❑ Create a pie chart that will display your percentages of your monthly total expenses.

1. Select cells A7-B17

2. Click Insert Tab and locate the Charts group



3. Click the Pie down arrow button, select the 3-D pie chart.



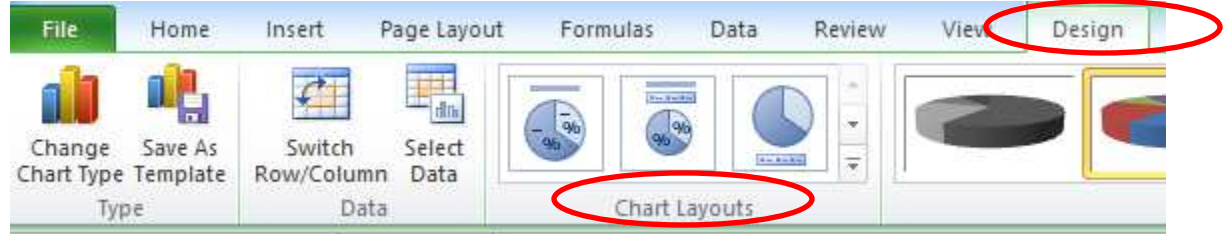
4. The pie chart appears in your personal budget plan.



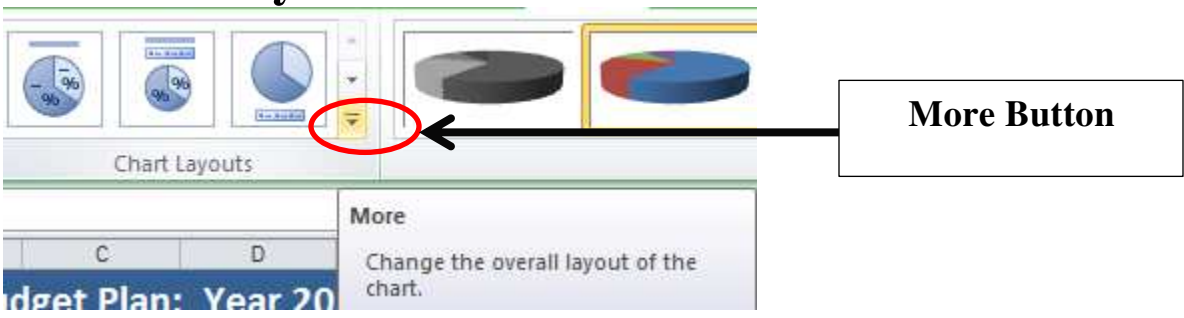
Formatting Chart

Changing Chart Layouts

- 1. Click Chart.
- 2. Click the **Design Tab** and go to **Chart Layout Group**



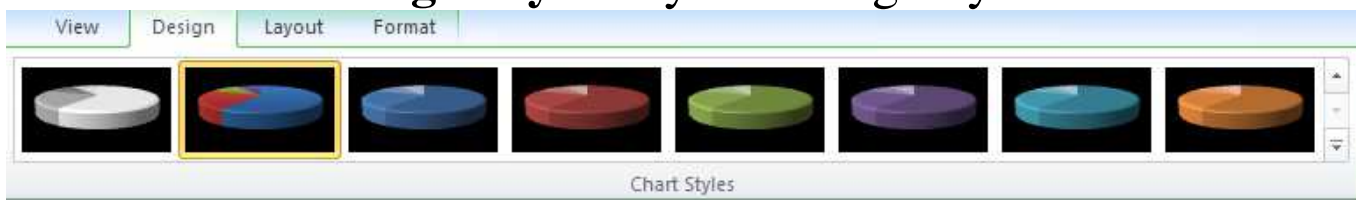
- 3. Go **Chart layout** more button



- 4. Choose **Layout 2** from the list.



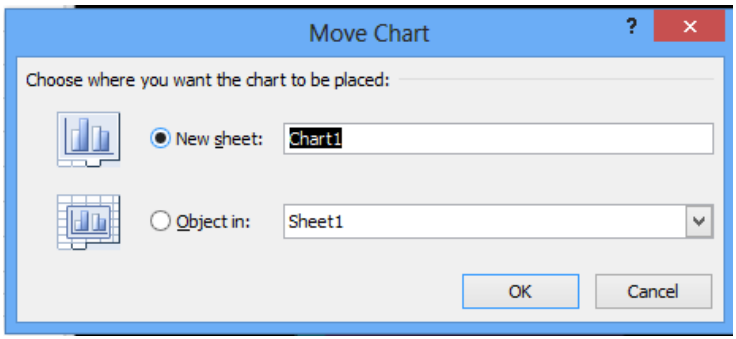
5. Choose a **Design Style** of your liking to your chart



6. Click the **Move Chart to New Location** (See Below)

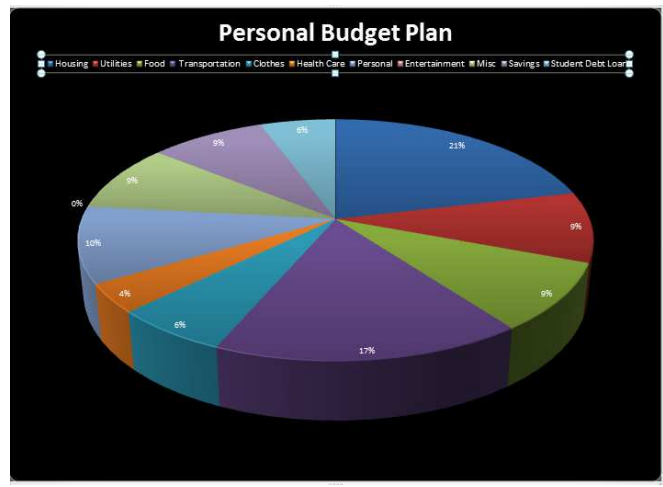


7. Select **New Sheet** from the **Move Chart** dialogue box.



8. Chart appears in new worksheet.

9. Click Chart Title and Type: Personal Budget



10. Please Print the Entire workbook and save.

Appendixes

Reality Check

Mark **your** choice(s) in each section.

Add the total number of circles marked, and write in the **Total** space

<p>Housing (choose 1)</p> <p>Live at home none</p> <p>Efficiency Apt. ○○○○</p> <p>1 Bedroom ○○○○○</p> <p>2 bedroom ○○○○○○○</p> <p>House ○○○○○○○</p>	<p>Utilities (may choose > 1)</p> <p>Phone ○</p> <p>Internet ○○</p> <p>Mobil Phone ○○</p> <p>Cable ○○</p> <p>Electricity ○○○</p> <p>Water & Gas ○○○○</p>	<p>Food (choose 1)</p> <p>Eat at Home ○○○</p> <p>Home & Fast Food ○○○○</p> <p>Home & Dine Out ○○○○</p> <p>Restaurants ○○○○○</p>
<p>Transportation (choose 1)</p> <p>Human none</p> <p>Public Bus ○</p> <p>Used Auto ○○○</p> <p>Basic Auto ○○○○○</p> <p>Avg. Auto ○○○○○○○</p> <p>Lux. Auto ○○○○○○○○○</p>	<p>Clothing (may choose > 1)</p> <p>Accessories ○</p> <p>Shoes ○</p> <p>Thrifty Package ○○</p> <p>Work Package ○○</p> <p>Retail Package ○○○</p> <p>Designer Package ○○○○</p>	<p>Health Care (may choose > 1)</p> <p>Insurance I ○</p> <p>Doctor Visits ○</p> <p>Dentist Visits ○</p> <p>Insurance II ○○○○</p>
<p>Personal (may choose > 1)</p> <p>Basics ○</p> <p>Gym/Rec ○○</p> <p>Hair & Skin ○○</p> <p>Extras ○○○</p> <p>Luxuries ○○○○</p>	<p>Entertainment (may choose > 1)</p> <p>Home ○</p> <p>Fun ○○</p> <p>Adventure ○○</p> <p>Amusement ○○○</p> <p>Party ○○○</p>	<p>Misc. (may choose > 1)</p> <p>Stuff ○</p> <p>Pet Care ○○</p> <p>Vacation ○○○</p> <p>Gadgets ○○○○</p> <p>Home ○○○○○</p>
<p>Savings (choose 1)</p> <p>2% ○</p> <p>5% ○○</p> <p>7% ○○</p> <p>10% ○○○</p>	<p>Student Loan (choose 1)</p> <p>Certificate ○</p> <p>Associates ○</p> <p>Bachelor's ○○</p> <p>Master's ○○○○</p> <p>Professional ○○○○○</p>	<p>Total</p>

Total Expenses

Below are the amounts for the items you have selected. Now that you know how much things cost, next is finding out which occupations will pay the salary you will need to afford your lifestyle.



Texas Reality Check

Your Monthly Expenses	Houston
Housing	\$939
Utilities	\$416
Food	\$400
Transportation	\$733
Clothes	\$275
Health Care	\$169
Personal	\$450
Entertainment	\$00
Misc	\$400
Savings	\$378
Student Debt Loan	\$247
Monthly Expenses	\$4,407
Annual Expenses	\$52,886
Taxes (25% of Annual Expenses)	\$13,221
Annual Salary Needed	\$66,107

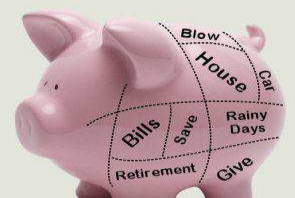


Graphic Organizer – Personal Budget Plan

	A	B	C	D	E	F
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Personal Budget Plan Rubric

Student Name _____

	Incomplete 0-5	OK 6-7	Good 8-9	Excellent 10	Score
	Created Personal Budget Plan spreadsheet in Excel 2010/submitted Reality Check Worksheet	Did not complete Spreadsheet Budget Plan	Spreadsheet is incomplete spreadsheet (no formula)	Spreadsheet budget/Pie chart submitted plus Reality Check Worksheet incomplete	Personal Budget complete Pie chart, reality check worksheet, completed in Excel (both printouts), completed questionnaire and budget scratch pad
Spreadsheet is legible and easy to follow	Hard to interpret/not legible	n/a	n/a	Easy to follow/legible	
All areas of Fixed and Variable Expenses were completed	Very few of the expenses were completed	Some of the expenses were completed	majority of expenses were completed	all areas of fixed and variable expenses were completed	
Dollar amounts/currency Formatted appropriately according to instructions	Hardly any dollar amounts were stated and no formatting	Some dollar amounts/some formatting	Almost all dollar amounts were included and formatting was completed	All dollar amounts were stated and all formatting were completed	
Totals of each area are stated and all money is accounted/ remaining balance is below monthly net pay	Totals not stated	n/a	n/a	All totals stated and below budget	

TOTAL POINTS ____/50

Work Cited

1. Texas Workforce. *“Reality Check.”* Date Retrieved March 27, 2012.

<http://www.texasrealitycheck.com/>

2. Gary R. Morrison and Deborah L. Lowther. (2010). *“Integrating Computer Technology – NTeQ: Designing and Integrated Lesson.”* Published by Allyn & Bacon.