**Guidance for Topic 4 DQ 1**

1. As always, enter your name in C2.

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1. Enter your expenses. They don’t have to be your real expenses. Rough estimates are fine.

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1. Here is an example of how to enter the formulas.

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Make sure to use “Format cells” to get the numbers in percentages.

1. Highlight the names of the categories and “subtotals” or “percentage” (from rows 17 to 22). Then, click “Insert” and choose “Pie chart.”

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1. Once the pie char appears, click the pie chart and choose the option in the red circle. You can change the title of the chart by clicking it.

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1. The procedure for creating a bar chart is similar with the one for the pie chart.