**Create a Personal Spending Budget Using Google Sheets**

Key Takeaways

Task 1

**Guided Project Overview**

* **Google Sheets** is a spreadsheet application that can be used for importing, manipulating, analyzing, and visualizing data.
* Google Sheets can also be used in a variety of ways for example to create a personal spending budget.

Task 2

**Use a Formula to Calculate Totals**

* A **formula** is a set of instructions that performs a specific action using the data in a spreadsheet.
* To use a formula, first determine the cell you want to place the resulting value in. Then, begin your formula by typing an equal sign.
* Here is an example of a formula that can be used to sum the values of a series of cells in a spreadsheet:

| **=B2+B3+B4+B5+B6+B7** |
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Task 3

**Save Time with AutoFill**

* **Autofill** is a function in spreadsheet programs that pre-fills a field automatically.
* A **function** is a preset command that automatically performs a specific process or task using the data in a spreadsheet.
* To use the autofill function, hover over the small blue box located in the bottom right-hand corner of a selected cell. Select the blue box and drag it over to other cells.
* When using autofill, it is a best practice to check to confirm that the formulas are working as you intend.

Task 4

**Use Formulas to Calculate Averages**

* An **average** is the sum of a set of numbers divided by how many numbers there are in the set.
* For example, to find the average of four values, add the four values and divide by the number of values, 4:

| **=(B2+C2+D2+E2)/ 4** |
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Task 5

**Determine Percentages**

* When using the autofill function, the cells referenced change when the formula is copied into other cells. This is called **relative referencing**.
* With **absolute referencing**, the cells referenced by a formula remain constant no matter where they are copied.
* Absolute references are used when you want to fix a cell location within the formula.
* To fix a cell location in a formula, add a **dollar sign** ($) before that cell’s name.
* For example:

| **=F2/$F8** |
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