**UNIVERSITY OF NAIROBI**

**DATABASE APPLICATION – MS EXCEL: ASSIGNMENT**

**DIS 102: Sept – Dec 2015**

**PERSONAL BUDGET**

Using Microsoft Excel, create a six-month personal budget with a minimum of six categories per month to reflect how you spent your monthly income. Your monthly income shall be Ksh.300, 000.00. In your expense categories include Savings, Water, Rent, Electricity, Transport, and Food.

**Questions**

1. Open New Microsoft Excel sheet
2. In cell Al, type the title: **Personal Budget**
3. Select cells Al – H1 and click the Merge & Centre icon, make your title to be font 20.
4. In cells A3 – A8, list your six expense categories starting with Savings.
5. In cells B2 – G2, list the current month and the five months following.
6. Click on the “A” column heading and make the selected text bold with Algerian style and font size of 16.
7. Click on the row “2” header and make the selected text bold with Algerian style and font size of 16.
8. In cell H2 type word Total to be used in get row summations and another total in cell H9 for columns additions.
9. Create formulas to total the rows and columns.
10. Click on cell H3 and use the AutoSum formula/ALT+= to total the row.
11. Click on cell B9 and use the Sum formula to total the column.
12. Now fill in the middle cells representing your expense in each category for each month. Make sure that your total monthly expenditure equals exactly to Ksh.300,000.00.
13. Use text and cell formatting options to make your ledger look cool.
14. Use the above information to come up with a pie chart of your own choice, take **Expense** **Categories against Total row categories**.
15. In your pie chart show the values used.
16. Do **NOT** exceed one page.

Print and hand in your work.