

**Exercise #1 – use a template**

**Create a Net Worth statement.**

1. Open Excel. Click on File > New. Type “net” in the search bar. Press <Enter>. This displays all the templates with the word “net” in them.
2. Click on the “Personal Net Worth” template. In the next window, click on the “Create” button.
3. File > Save > Browse
  - Designate a location, ex: Desktop, or a thumb drive. Remember: any data save on a Library computer's hard drive is erased at the end of your session.
  - If you don't have a thumb drive handy, you can attach it to an email and email it to yourself.
  - Give your file a good name so you can find it again.
  - Save As Type: will most often be **.xlsx**, but if you have an older version of Excel at home, save it as **.xls**
  - **Save As** will copy the file when you give it a new name..

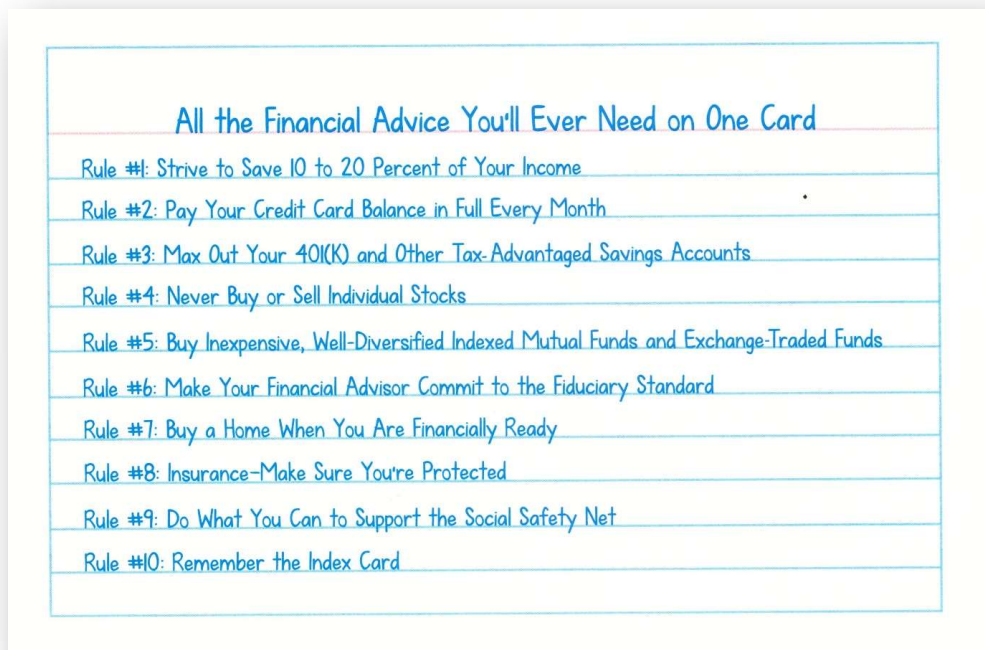
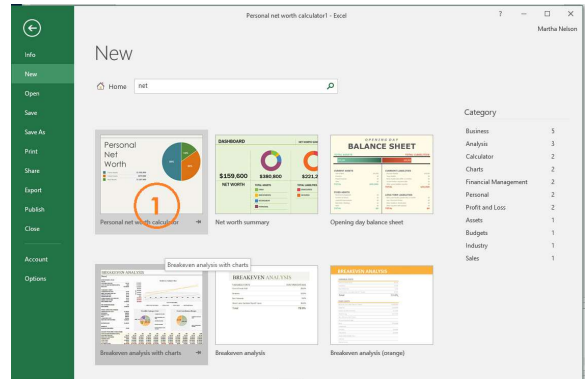
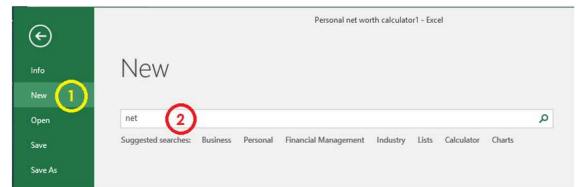


Figure 1 The index card: why personal finance doesn't have to be complicated By Helaine Olen and Harold Pollack



**Exercise #2– The parts of Excel**

1 Quick Access Tool Bar:  
Save, Undo, Redo

2 File name

3 Minimize, Maximize, Close

4 Ribbon

5 Name Box

6 Formula bar

8 Column names

7 Horizontal Scroll bar

11 Pie Chart

9 Row number

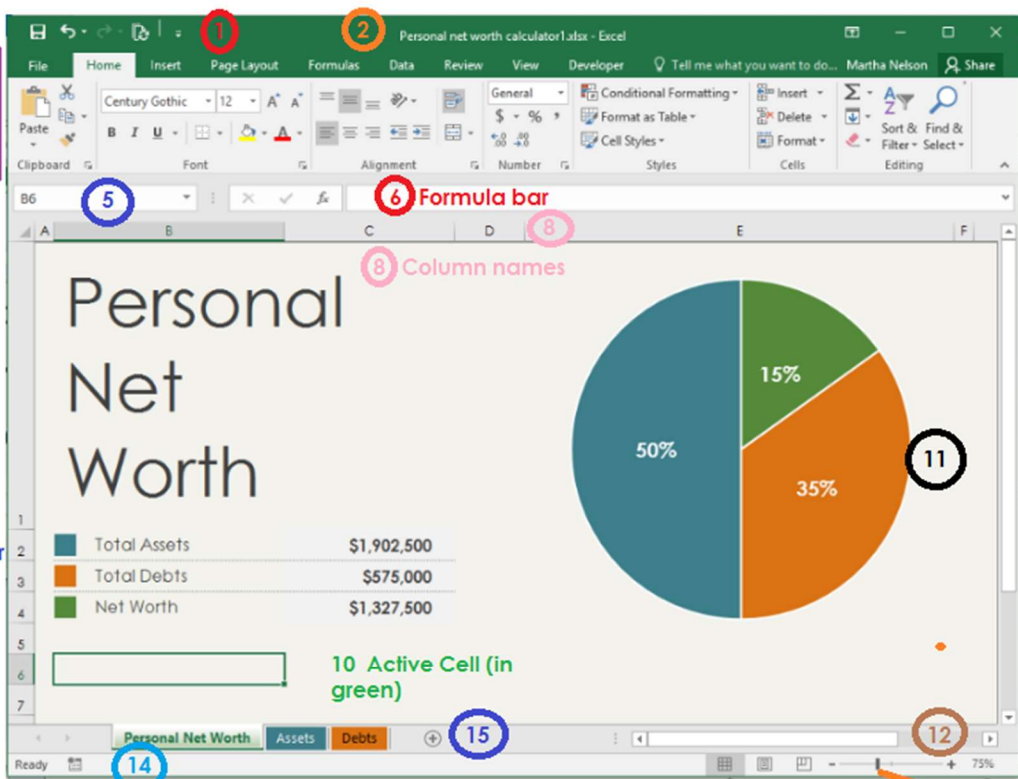
10 Active Cell (in green)

14 Tabs

15 Add new tab

12 Vertical Scroll Bar

13 Zoom Slider



The Ribbon contains most of the controls and options for the spreadsheet.

- **File** controls at the file level: where to save something, the name of who created and updated it. Also the Print commands.
- **Home** has the Fonts, Alignment, how to display numbers and dates.
- **Insert** creates and updates Charts and Pivot Tables
- **Page Layout** controls how a printout will look – landscape vs portrait, margins, titles, etc.
- **Formulas, Data, Review, View,** and sometimes **Developer** will be for more in depth study.

Note: This pie chart is completely worthless!



**Exercise #3 – update a spreadsheet**

**Asset:** An asset is a resource with economic value that an individual, corporation or country owns or controls with the expectation that it will provide future benefit. Examples are cash, securities, accounts receivable, inventory, office equipment, real estate, a car, and other property.

**Liability:** financial debt or obligations that arise during the course of its business operations. Liabilities are settled over time through the transfer of economic benefits including money, goods or services. Recorded on the right side of the balance sheet, liabilities include loans, accounts payable, mortgages, deferred revenues and accrued expenses. Translation: debts.

**Net worth:** the amount by which assets exceed liabilities. Net worth is a concept applicable to individuals and businesses as a key measure of how much an entity is worth. A consistent increase in net worth indicates good financial health; conversely, net worth may be depleted by annual operating losses or a substantial decrease in asset values relative to liabilities. Translation: the difference between assets and liabilities.

<https://www.investopedia.com>

In this exercise, click on the Assets tab.

1. Change the value of Investments Other from \$20,000 to \$40,000. Press Enter or Tab to commit the change.
2. Go back to the Personal Net Worth tab and notice the Total Assets amount has changed from \$1,902,500 to \$1,922,500
3. Page Layout > Themes. Mouse over the different themes see different color and font combinations. When you find one you like, click on it to apply the change.
4. Add a row to a table. In the Assets tab, click on row 24, enter the data and press enter.
5. Delete a row from a table. <Right click> on the row number, in the pop-up menu, click on Delete.

**Advanced Notes:**

Both the Assets and the Debts tabs have data arranged in Tables, and they use structured references for the data.

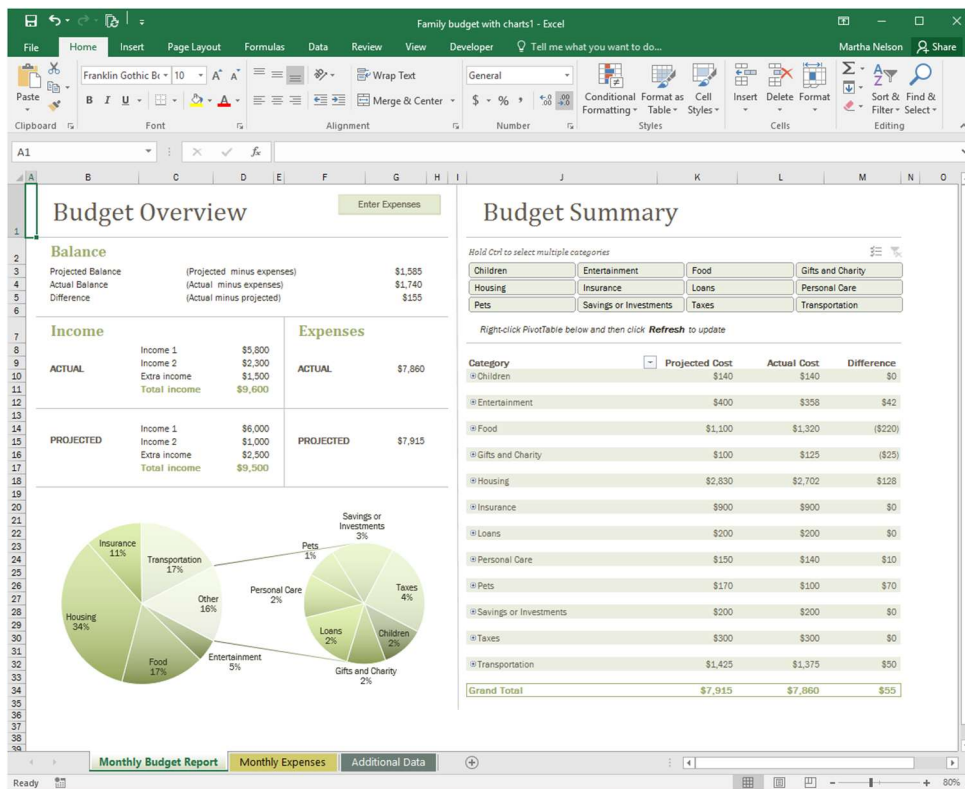
Formulas > Name Manager - look at all the “behind the scenes” calculations. Not that NetWorth is calculated by TotalAssets-TotalDebts



**Exercise #4 – create a budget**

1. Open Excel. Click on File > New. Type “budget” in the search bar. Press <Enter>.
2. Click on the Create button.
3. Save file if you want to.

4.



## Error Messages:

#DIV/0!	The denominator is 0
#NAME?	Range Name doesn't exist in a worksheet. Check for a typo.
#NULL!	When you enter a space instead of a comma to separate cell references
#NUM!	Wrong type of argument in a function, or a number is too big or small
#REF!	Invalid cell reference, happens with clumsy cut & pasting.
#VALUE!	Wrong type of argument in a function, or if you do math on text
#####	Not really an error message - the column is too narrow to display the field. Adjust column width to display cell.

## Excellent links for budgeting and financial advice. Calculators to help.

[https://secure.aarp.org/work/retirement-planning/retirement\\_calculator.html](https://secure.aarp.org/work/retirement-planning/retirement_calculator.html)

<https://www.ssa.gov/retire/estimator.html>

- These retirement calculators ask you to enter your current savings and earnings and return a recommended goal range for your retirement.

[http://www.aarp.org/work/retirement-planning/roth\\_vs\\_traditional\\_401k\\_calculator/](http://www.aarp.org/work/retirement-planning/roth_vs_traditional_401k_calculator/)

- A visual explanation between the two types of IRAs.

<http://www.mymoney.gov> Learn all about money. In English and Spanish.

<https://www.investor.gov/> Learn all about investing from the SEC. In English and Spanish.

<https://www.moneysmart.gov.au/> Money tips from the Australian government. Great credit card debt calculators

<http://www.investopedia.com/university/budgeting/>

<http://www.youneedabudget.com/> - one month free trial, \$45 a year.

<https://www.mint.com/> - free budget maker, hooks into your financial and credit accounts.

## Help with math and finance

<http://www.wolframalpha.com/input/?i=compound+interest>

- Double check your math when starting to learn Excel functions.

<https://www.khanacademy.org/economics-finance-domain/core-finance>

- Excellent videos about personal finance, investing. From the non-profit with the aim of providing a "free, world-class education for anyone, anywhere".

<http://buffettsbooks.com/>

- Learn financial investing using the sources that Warren Buffet uses. Very manageable breakdown of important concepts such as "What is a balance sheet".

<http://finance.yahoo.com/>

## Help with Excel

<http://www.vertex42.com/Calculators/debt-reduction-calculator.html> This site has many interesting budgeting templates.