

## How to Make a Budget in Excel

Do you want to take charge of your finances, ditch debt and save money so that you can be in control of the life you really aspire to live? It might seem impossible and out of reach right now but you can do something in order to get there. One of the major things you need to do is create a simple budget template. Creating a budget would be easier and more manageable with Microsoft Excel. However, if you have no idea how to use it, this article will help you. We are glad to provide you some information that will serve as your step-by-step guide on how to create a personal budget in Excel. Remember, these are also applicable for many versions of Excel, including Excel 2013, Excel 2016, Excel 2019, and Excel for Mac.

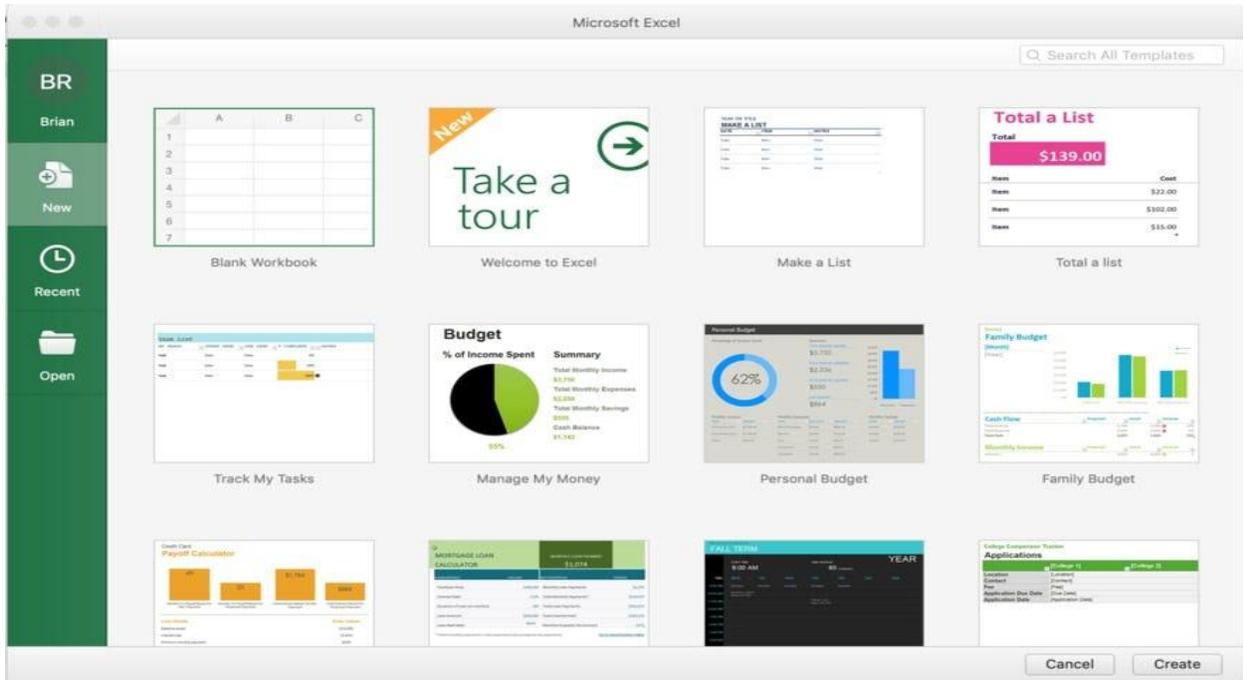
### SUMMARY:

- For Windows: Click on **File**, then select **New**. Browse through the templates section, select **Blank Workbook**.
- For Mac: Go to **New Document**, look for a template, then select the **template** of your choice. Edit as you wish before saving.

## How to Create a Budget Using Microsoft Excel

Despite many financing and money-saving lessons that you can read in numerous articles and books, perhaps there are times that you still managed to make a few money mistakes and eventually, you struggled financially. Thus, you can make different kinds of budget templates in Excel such as a financial spreadsheet, business budget, household budget, etc. Making a budget with Excel can seem challenging, especially if you are not familiar with the tool. However, if you follow the procedures outlined below, you can create your budget in Microsoft Excel without difficulty. Here are the points that you need to remember on how to make a budget in Excel for college students, working professionals and other individuals:

1. Open the Microsoft Excel program.
2. Go to **File**, select **New**, then click **Blank Workbook**.



**Note:** For those whose preferences go beyond what Excel can offer, you may choose from the pre-existing [budget in excel](http://template.net) templates in template.net.

3. Block out a section of columns to use as a heading once you have a blank workbook. To do so, choose the first two rows in columns A-R, for example, and then select **Merge and Center** from the **Home** menu of the workbook. As a result, the entire section will be labeled A1, and you can customize it however you like. You can also do it to other columns and cells.

## Merge and Center in Excel

Month Of Order	Date of Order	Product Class	Owner	Quantity Sold	Quantity
Nov-18	09-11-2018	Class 1	John	12	
Nov-18		Class 1	Sam	16	
Nov-18		Class 1	Rose	12	
Nov-18		Class 1	Mili	23	
Nov-18	09-11-2018	Class 1	Kane	55	
Nov-18	09-11-2018	Class 1	Miller	67	
Nov-18	19-11-2018	Class 1	Peter	1	
Nov-18	19-11-2018	Class 1	Mini	34	
Nov-18	19-11-2018	Class 1	Shina	56	

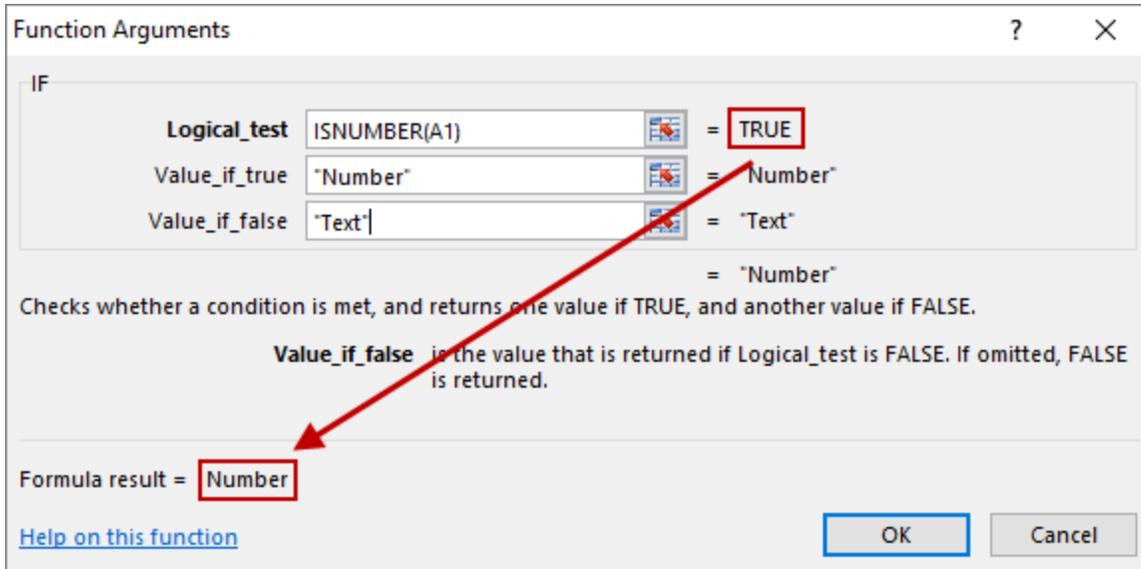
4. Select the entire section to make your Excel budget look cleaner. Then, select **All Borders** from the borders tool (which looks like a square divided into four) under the **Home tab**. You can also darken a few sections to make it easier to read.

5. Once done designing your budget spreadsheet, enter the formulas that will calculate everything for you automatically.

	A	B	C	D
1		<b>August</b>		
2		Budget	Actual	Diff.
3	<b>Income</b>			
4	Paycheck	2,500	2,500	0
5	Side Hustle	250	725	475
6	Dividends	150	125	-25
7	<b>Total Income</b>	=? =SUM(B4:B6)		

**Note:** To add the formula, click *the fx* button. The formula builder will appear on your screen when you click that icon. In the formula builder box, double-click the **SUM** formula. You can now begin creating and incorporating your formula.

The screenshot shows the Excel interface with the Formula Builder pane open. The ribbon includes 'Format as Table', 'Cell Styles', 'Insert', 'Delete', 'Format', 'AutoSum', 'Fill', 'Clear', and 'Sort & Filter'. The Formula Builder pane has a search bar and a list of functions: SUM, AVERAGE, IF, HYPERLINK, COUNT, MAX, SIN, SUMIF, PMT, STDEV, All, and ABS. The 'SUM' function is highlighted, and its details are shown below, including the syntax: SUM(number1,number2,...).



6. Customize and put all the necessary data and details needed for the budget.

7. Once you've created all of the sections you want to track and put all the necessary data in, it's crucial to know your running balance. Thankfully, you can bury your calculator in your drawer, and Excel will keep track of it for you.

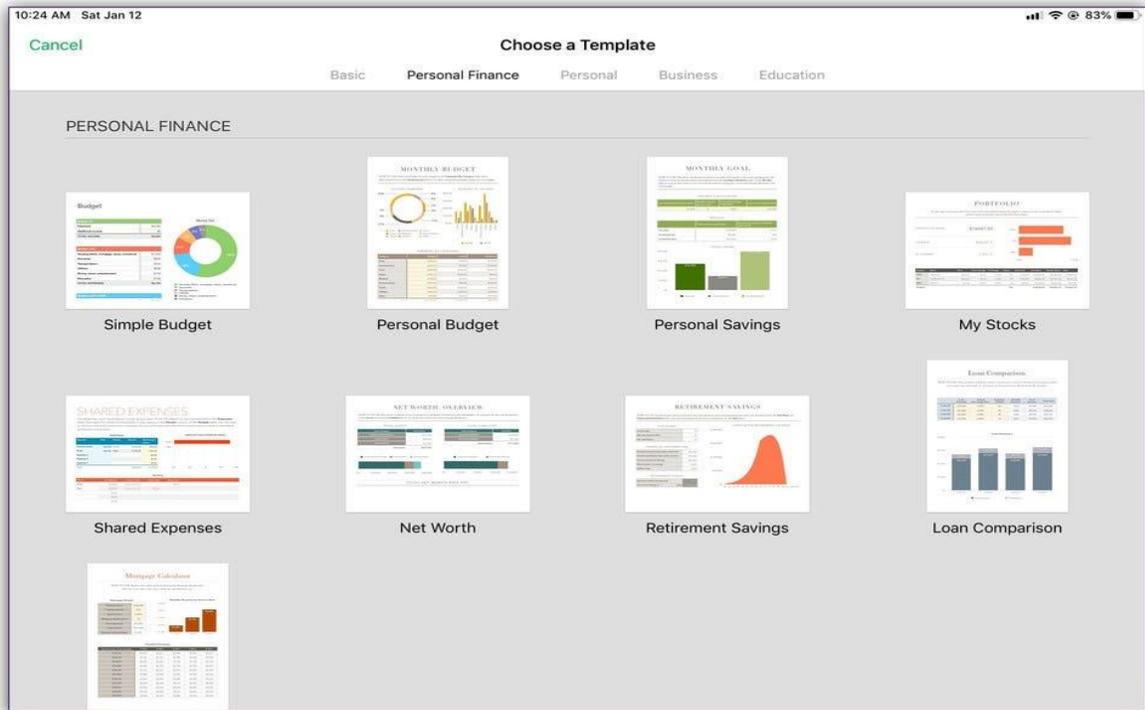
8. After everything, click **Save** to save your budget sheet.

## How to Make a Budget in Mac Using Microsoft Excel Templates

Mac devices, like their Windows counterparts, can help you with budgeting by using Microsoft Excel. But if you have no idea how to do it, follow the steps provided below. It can help you create a budget on your Mac device using Microsoft Excel templates.

1. Open Microsoft Excel program.

2. Look for a template or project gallery. Choose the **template** that best fits your requirements.

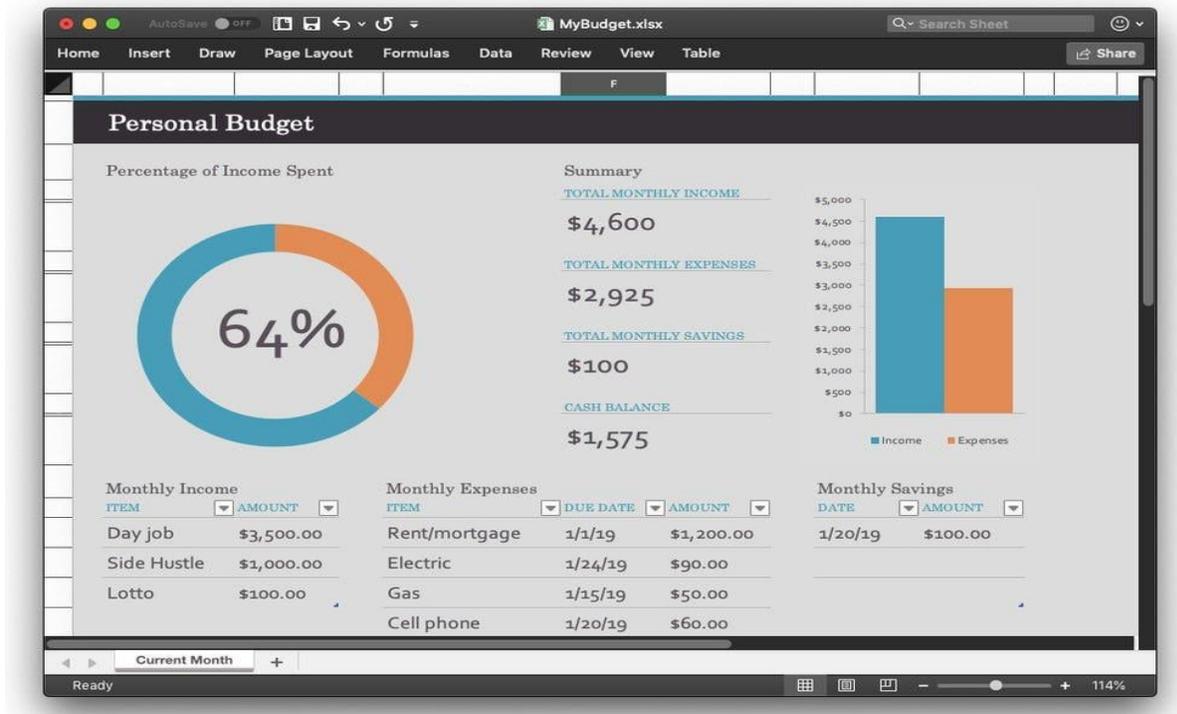


**Note:** For those whose preferences go beyond what Excel can offer, you may choose from the pre-existing [budget in excel](#) templates in template.net.

3. Once you choose the budget template that suits your needs, click into boxes (**cells**) and change the sample figures with your own. Make sure your data are factual and accurate. You may also customize the appearance of your spreadsheet with Apple's Numbers and a variety of other tools.



4. The spreadsheet updates the calculations to represent the current situation of your finances as you type in all of your personal numbers.



5. Once done, click **Save** to save the file.