

# Creating spreadsheets - Learning guide

This session is a blend of a Learn My Way course and offline practise activities.

## Resources:

- A device with internet access
- A spreadsheet program (online or offline)
- [Learn My Way Course: Creating spreadsheets](https://www.learnmyway.com/courses/creating-spreadsheets/) - <https://www.learnmyway.com/courses/creating-spreadsheets/>
- Making a budget activity (print off)
- Practical activity (print off)

## LEARN

- What a spreadsheet is and what it can be used for
- How to enter text and numbers to record information
- How to use a spreadsheet programs to set up a monthly budget
- How to print and close a spreadsheet

## DO

- Navigate to the Learn My Way course Creating spreadsheets.
- Complete the first two topics of the course:
  - Getting Started with spreadsheets
  - Working with numbers in spreadsheets
- When you have completed the first two topics of the course, have a go at the Making a budget handout.
- After completing the Making a budget handout, complete the rest of the Learn My Way Course:
  - Saving time with spreadsheets
  - Adding extra information into spreadsheets
  - Spreadsheet quiz
- **Optional:** You can also view the course resources.
- Complete the Practical activity handout. Discuss the results with a centre manager/friend or helper.

## REFLECT

How did you find the session? Can you remember key information? e.g. how to use a formula to make sums easier, how to make a column wider or add a new row? Would you be able to show someone?

## NEXT STEPS

You can use the online resources outside of this session.

**Tip:** Not sure how to add up all those numbers? Use AutoSum for a quick and easy solution.

# Making a budget

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## Instructions for tutor:

The aim of this activity is to understand how a budget is made up and why people would create one. It should help learners grasp the concept of a budget before they are faced with creating one on a computer.

Explain that a budget is used to help people see how much they are spending over a certain time period and that budgeting can help people manage their money.

Cut up the pieces on the next page and give them to the group. Ask them to make a budget from the various parts, you may need to help guide them if they are struggling.

# Making a budget



Wages

Rent

Gas Electricity

Food shopping

Mobile phone contract

Water rates

£1200

£200

£30

£34

£24

£30

£25 + + + + - - - -

# Making a budget

## Activity:

Use the material provided by your tutor to create a budget, adding the words in the first column and how much they will take from the budget. Can you also add whether each item will take money out of the budget or add to it. For example, the wage item will add money into the budget.

Item	Cost
1	
2	
3	
4	
5	
6	
7	

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## Activity:

In your spreadsheet program can you type up your budget (from the last exercise) and include the following things:

- Change your numbers into currency
- Add up the totals of your cells (Using Autosum)
- Change the colour of one of your columns