# 1.1

Create a New Workbook and Enter Data

In this exercise, you will create a new worksheet and edit entries.

1. Open a new, blank workbook and save it as: **EX-1.1 Q1 Budget**
2. In **cell A1**, enter: **Personal Quarterly Expense Budget**
3. Beginning in **row 3**, enter this text:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | A | B | C | D | E |
| 3 |  | **January** |  |  | **Total** |
| 4 | **Mortgage** | **1150** |  |  |  |
| 5 | **Auto Loan** | **267** |  |  |  |
| 6 | **Groceries** | **200** | **200** | **200** |  |
| 7 | **Telephone** | **50** | **65** | **90** |  |
| 8 | **Utilities** | **100** | **90** | **65** |  |
| 9 | **Netflix** | **15** | **15** | **15** |  |
| 10 | **Massage** | **75** | **0** | **75** |  |
| 11 | **Fun** | **150** | **175** | **100** |  |

1. Change the January *Fun* value to: **200**
2. Change the *Fun* label to: **Dining**
3. Click in **cell A1** and type your name and then cancel the entry.
4. Save and close the file.