

Expense	Amount	It is a good idea to label columns and rows.		least expensive option	most expensive option	When comparing items, put them side by side
rent	\$48		lodging	100	200	
credit card	\$10		airline	500	800	
transportation	\$16		food	500	600	
hobbies	\$20				1100	
clothing	\$20					
phone	\$20					
food	\$30					
entertainment	\$30					
interest-loans	\$50					
school	\$300					
total	\$544	1. Click into the cell where you want the total.				
		2. Click the sum icon above.				
		3. Choose sum.				
		4. Highlight the cells that you want added up.				
		5. Type the enter key.				
		6. Double-click into the cell to see it's function written out.				