Steps to Creating a Spreadsheet
(Projecting into the future)

1. Rename your sheets:
   DATA (sheet 1) – the sheet that contains parameters that you type in and/or change.
   MODEL (sheet 2) – the sheet where you make excel do the calculations for you.

2. Enter your data and parameters in the first sheet
   - remember to label ALL of your data
   - write somewhere what your units are
   - format the data so it looks correct

3. Build your model on the second sheet
   - label column A: MONTH
   - label column B: MONEY
   - enter month numbers 1-48 in column A (use drag down feature)
   - enter your first step (month 1) equation in the first cell under the label MONEY (B2).
     Reference the cells on the DATA sheet
     Remember to divide by 12 when data is given in years
     Literally make excel add things up for you
   - enter your next (month 2) equation in the second cell under the label MONEY (B3)
     The amount of money at the last time step is now calculated in the cell above (B2) rather than on the DATA sheet
     Reference the cells on the DATA sheet for parameters (income/expenses)
     PUT DOLLAR SIGNS around static parameters from the DATA sheet.
     (ex. Change DATA!B2 to DATA!$B$2)
     DO NOT put dollar signs around dynamic cells on the MODEL sheet.
     (ex. LEAVE cell references like B2 alone – no dollar signs)
     – use the double click on corner feature to fill in the rest of the time steps

4. You have your mathematical model – Create graphs and analyze the data.
5. Play with your numbers by changing values in the DATA spreadsheet.