

Google Sheets Instructions

- 1. Download and save template to your computer
- Type or copy and paste <u>https://docs.google.com/spreadsheets/</u> into your browser
- 3. Open the spreadsheet labeled "Blank"



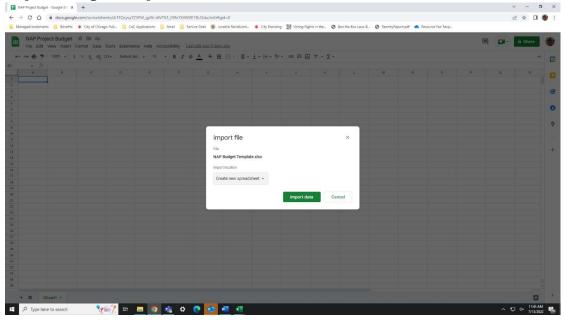
4. Click "File" and scroll down to select "Import"

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6. Import budget template file into the blank document

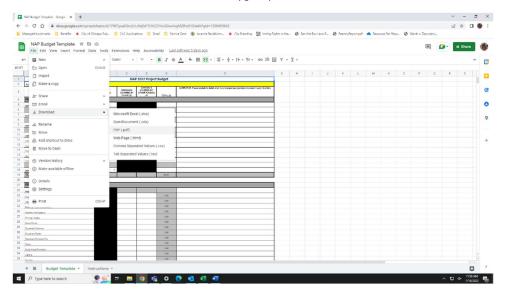


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- 7. Once the file has imported successfully, click "Open now"

8. Congrats! You have successfully imported the budget template into google Sheets 😳

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9. Once you have completed your budget, click "File", scroll down to "Download", then select "PDF (.pdf)"



10. Click "EXPORT", the blue button in the top right corner

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11. Congrats! You have now successfully saved your budget template to your computer as a PDF 😳