

# Cruise Budget & Upgrade Planner – User Guide

- 1. If you see a yellow security bar at the top of Excel, click 'Enable Editing' before entering numbers.
- 2. Enter numbers ONLY in green cells throughout the planner.
- 3. Gray cells calculate automatically — do not edit them.
- 4. The Summary Page updates automatically once you fill in your budget.
- 5. Do not type directly on the Summary Page.

## Excel vs Google Sheets Option:

This planner is delivered as an Excel (.xlsx) file. If you prefer Google Sheets, simply upload the Excel file to your Google Drive and open it using Google Sheets. All formulas will continue to work automatically.