

Practical No. 15

Aim: To prepare a personal financial planner using Excel.

Objectives

- To track expenses
- To compare budget vs actual

Materials Required

- Excel

Procedure

1. Enter expenses – Record all expense items with their categories, dates, and amounts in the spreadsheet.
2. Apply Data Validation – Set validation rules to restrict inputs, such as allowing only numbers or predefined categories.
3. Use SUMIF – Use the SUMIF function to total expenses by category or any specific condition you choose.
4. Create budget sheet – Design a separate sheet comparing planned budgets to actual spending for better tracking.
5. Highlight expenses above limit – Apply conditional formatting to automatically mark entries that exceed your budget limit.
6. Create charts – Generate charts to visually present spending patterns, category breakdowns, or monthly totals.
7. Adjust print settings – Modify page layout, scaling, and margins to ensure the sheet prints clearly and fits on the page.

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Clipboard Font Alignment Number Styles Cells Editing Add-ins

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B I U

Wrap Text

General

Conditional Formatting Format as Table Cell Styles Insert Delete Format AutoSum Fill Sort & Filter Find & Select Add-ins

K12

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Date	Day	Category	Expense Detail	Amount	Payment Method															
2	01-01-2026	01-Jan	Food	Grocery Store	4500	Card															
3	02-01-2026	02-Jan	Travel	Uber to Work	350	UPI															
4	03-01-2026	03-Jan	Shopping	New Shoes	2500	Card															
5	05-01-2026	05-Jan	Food	Lunch with friends	1200	Cash															
6	06-01-2026	06-Jan	Fees	Gym Membership	2200	UPI															
7	08-01-2026	08-Jan	Other	Mobile Recharge	500	UPI															
8	10-01-2026	10-Jan	Food	Weekly Veggies	800	Cash															
9	12-01-2026	12-Jan	Travel	Train Ticket	150	Cash															
10	14-01-2026	14-Jan	Shopping	Jeans	1800	Card															
11	15-01-2026	15-Jan	Fees	Online Course	3000	Card															
12	16-01-2026	16-Jan	Food	Dinner Date	2100	Card															
13	18-01-2026	18-Jan	Other	Netflix Sub	499	Card															
14	20-01-2026	20-Jan	Travel	Petrol	2500	Card															
15	21-01-2026	21-Jan	Food	Snacks	250	Cash															
16	22-01-2026	22-Jan	Shopping	Home Decor	1500	UPI															
17	24-01-2026	24-Jan	Fees	Library Fine	100	Cash															
18	25-01-2026	25-Jan	Travel	Bus Pass	800	Cash															
19	27-01-2026	27-Jan	Other	Gift for Mom	2800	UPI															
20	28-01-2026	28-Jan	Food	Milk & Eggs	300	Cash															
21	30-01-2026	30-Jan	Shopping	Watch	4500	Card															
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Expense Budget Chart

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	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Category												
2	Food												
3	Travel												
4	Shopping												
5	Fees												
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Expense Budget Chart

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4	Shopping												
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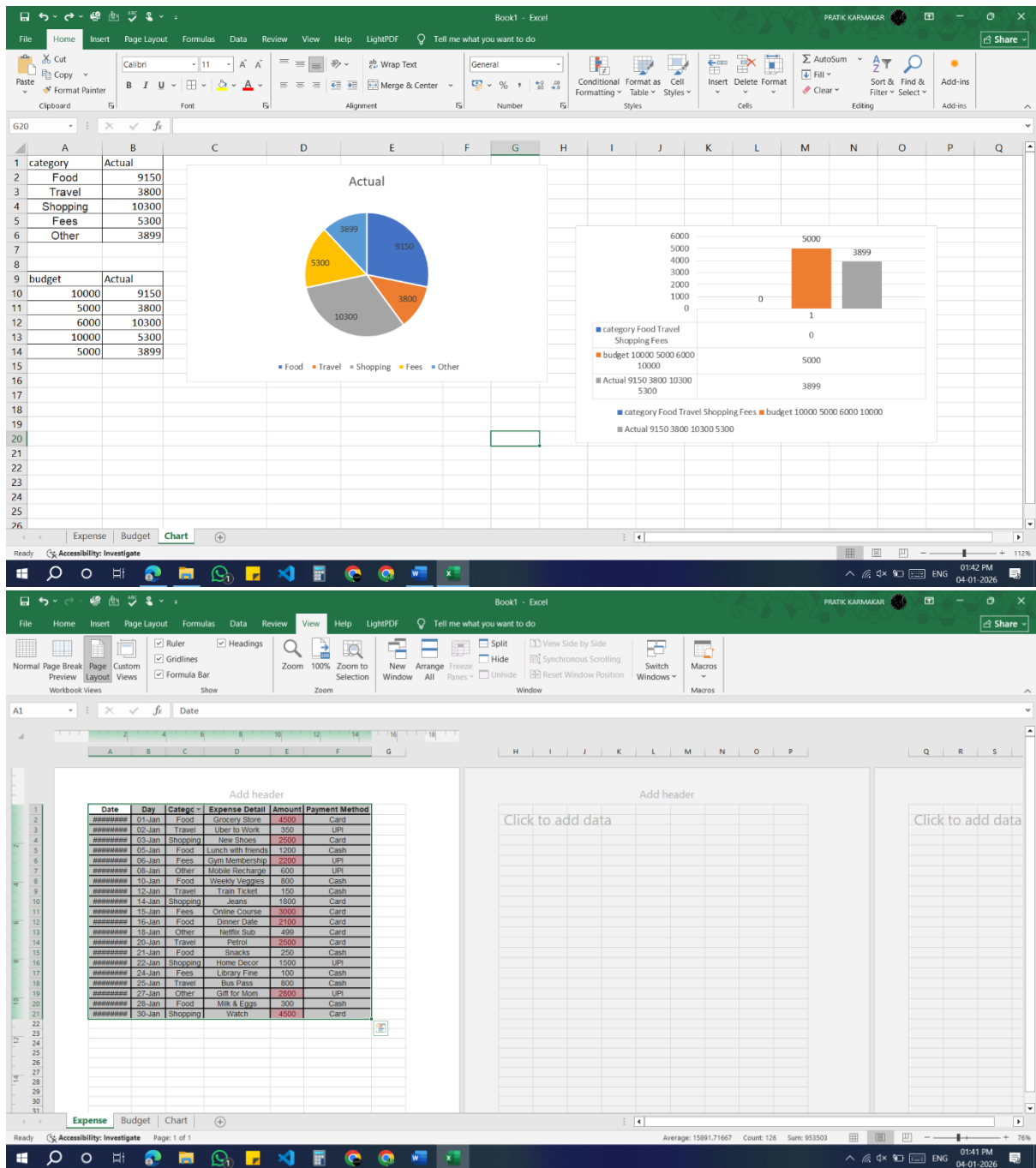
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1	Category												
2	Food					</							



Print

Copies: 1

Printer

Microsoft Print to PDF

Ready

Printer Properties

Settings

Print Active Sheets

Only print the active sheets

Pages: 1 to 1

Collated 1,2,3 1,2,3

Portrait Orientation

A4 21 cm x 29.7 cm

Normal Margins Top: 1.91 cm Bottom: 1.91 cm

No Scaling Print sheets at their actual size

Page Setup

Date	Day	Category	Expense Detail	Amount	Payment Method
01-01-2026	01-Jan	Food	Grocery Store	4,000	Card
02-01-2026	02-Jan	Travel	Uber to Work	250	UPI
03-01-2026	03-Jan	Shopping	Wear Shoes	2,500	Card
05-01-2026	05-Jan	Food	Lunch with Friends	1,000	Cash
06-01-2026	06-Jan	Fees	Gym Membership	3,000	UPI
08-01-2026	08-Jan	Other	Mobile Recharge	600	UPI
10-01-2026	10-Jan	Food	Vegetarian Vegetables	800	Cash
12-01-2026	12-Jan	Travel	Train Ticket	150	Cash
14-01-2026	14-Jan	Shopping	Jewelry	1,000	Card
15-01-2026	15-Jan	Fees	Online Course	3,000	Card
18-01-2026	18-Jan	Food	Dinner Date	2,100	Card
19-01-2026	19-Jan	Other	Mobile Sub.	400	Card
20-01-2026	20-Jan	Travel	Hotel	2,000	Card
21-01-2026	21-Jan	Food	Snacks	200	Cash
22-01-2026	22-Jan	Shopping	Online Laptop	1,500	UPI
24-01-2026	24-Jan	Fees	Library Fines	100	Cash
25-01-2026	25-Jan	Travel	Ride Pairs	100	Cash
27-01-2026	27-Jan	Other	Gift for Mom	2,000	UPI
28-01-2026	28-Jan	Food	Bird & Eggs	100	Cash
30-01-2026	30-Jan	Shopping	Wardrobe	4,000	Card

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01:41 PM 04-01-2026