

## **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**

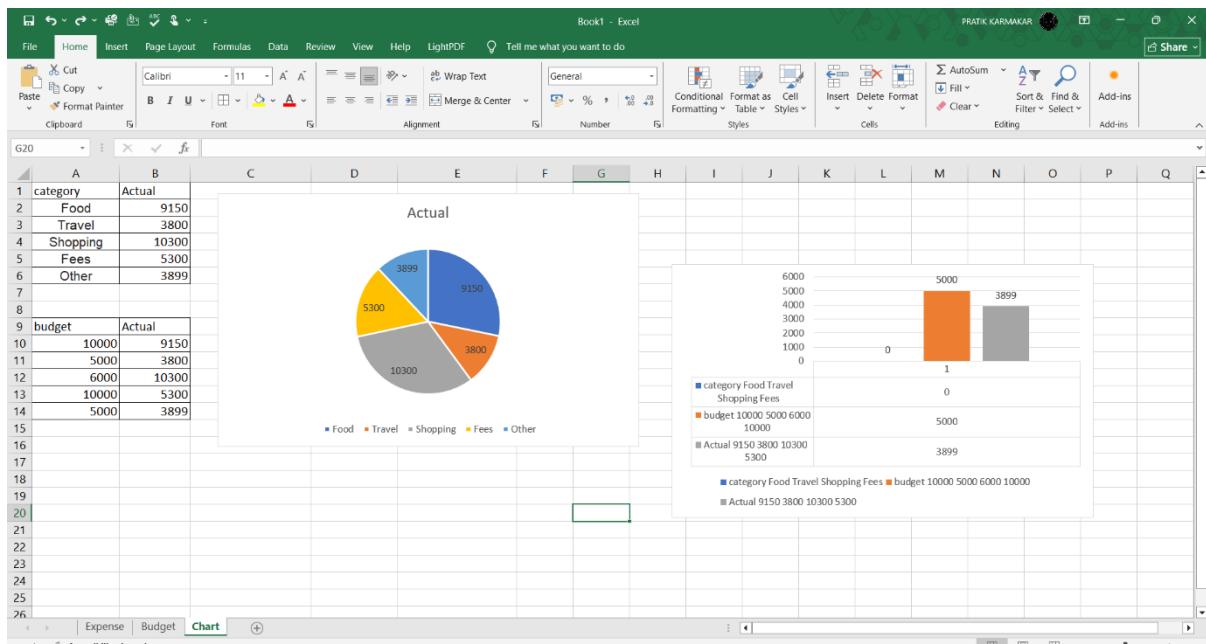
1. Enter expenses – Record all expense items with their categories, dates, and amounts in the spreadsheet.
2. Apply Data Validation – Set validation rules to restrict inputs, such as allowing only numbers or predefined categories.
3. Use SUMIF – Use the SUMIF function to total expenses by category or 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.

**Expense Sheet Data:**

	Date	Day	Category	Expense Detail	Amount	Payment Method
1	01-01-2026	01-Jan	Food	Grocery Store	4500	Card
2	02-01-2026	02-Jan	Travel	Uber to Work	350	UPI
3	03-01-2026	03-Jan	Shopping	New Shoes	2500	Card
4	05-01-2026	05-Jan	Food	Lunch with friends	1200	Cash
5	06-01-2026	06-Jan	Fees	Gym Membership	2200	UPI
6	08-01-2026	08-Jan	Other	Mobile Recharge	600	UPI
7	10-01-2026	10-Jan	Food	Weekly Veggies	800	Cash
8	12-01-2026	12-Jan	Travel	Train Ticket	150	Cash
9	14-01-2026	14-Jan	Shopping	Jeans	1800	Card
10	15-01-2026	15-Jan	Fees	Online Course	3000	Card
11	16-01-2026	16-Jan	Food	Dinner Date	2100	Card
12	18-01-2026	18-Jan	Other	Netflix Sub	499	Card
13	20-01-2026	20-Jan	Travel	Petrol	2500	Card
14	21-01-2026	21-Jan	Food	Snacks	250	Cash
15	22-01-2026	22-Jan	Shopping	Home Decor	1500	UPI
16	24-01-2026	24-Jan	Fees	Library Fine	100	Cash
17	25-01-2026	25-Jan	Travel	Bus Pass	800	Cash
18	27-01-2026	27-Jan	Other	Gift for Mom	2800	UPI
19	28-01-2026	28-Jan	Food	Milk & Eggs	300	Cash
20	30-01-2026	30-Jan	Shopping	Watch	4500	Card

**Budget Sheet Data:**

	Category	Table		
		category	budget	Actual
1	Food			Difference
2	Travel	Food	10000	9150
3	Shopping	Travel	5000	3800
4	Fees	Shopping	6000	10300
5	Other	Fees	10000	5300
6		Other	5000	3899
7				4700
8				-4300
9				1101



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File Home Insert Page Layout Formulas Data Review View Help LightPDF Tell me what you want to do

Normal Page Break Preview Page Layout Custom Views Workbook Views Ruler Gridlines Formula Bar Show Zoom 100% Zoom to Selection Window Arrange All Freeze Panes Hide Synchronous Scrolling View Side by Side Hide Unhide Reset Window Position Switch Windows Macros Macros

A1 B1 C1 D1 E1 F1 G1 H1 I1 J1 K1 L1 M1 N1 O1 P1 Q1 R1 S1

Date	Day	Category	Expense Detail	Amount	Payment Method
01-Jan	Food	Grocery Store	4500	Card	
02-Jan	Travel	Bus Pass	1000	UPI	
03-Jan	Shopping	New Shoes	2500	Card	
04-Jan	Food	Lunch with friends	1200	Cash	
05-Jan	Food	Gym Membership	2200	UPI	
06-Jan	Other	Moto Recharge	600	UPI	
07-Jan	Food	Weekly Veggies	800	Cash	
08-Jan	Travel	Train Ticket	150	Cash	
09-Jan	Shopping	Online Course	1000	Card	
10-Jan	Food	Online Course	3000	Card	
11-Jan	Food	Dinner Date	2100	Card	
12-Jan	Other	Nettie Sub	499	Card	
13-Jan	Travel	Petrol	2500	Card	
14-Jan	Food	Snacks	250	Cash	
15-Jan	Shopping	Home Decor	1500	UPI	
16-Jan	Food	Snacks	100	Cash	
17-Jan	Travel	Bus Pass	800	Cash	
18-Jan	Other	Gift for Mom	2800	UPI	
19-Jan	Food	Milk & Eggs	300	Cash	
20-Jan	Shopping	Watch	4500	Card	

Expense Budget Chart +

Average: 15091.71667 Count: 126 Sum: 953503

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PRATIK KARMAKAR

Book1 - Excel

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

Date	Day	Category	Expense Detail	Amount	Payment Method
01-01-2026	01-Jan	Food	Grocery Store	4500	Cash
02-01-2026	02-Jan	Fees	University Fees	2000	Cash
03-01-2026	03-Jan	Food	Udemy Premium	2000	Cash
04-01-2026	04-Jan	Food	Lunch with Friends	1200	Cash
05-01-2026	05-Jan	Fees	Online Course	2200	Cash
06-01-2026	06-Jan	Fees	Online Course	1000	UPI
07-01-2026	07-Jan	Food	Wendy's	800	Cash
08-01-2026	08-Jan	Food	Weekly Vagabond	800	Cash
09-01-2026	09-Jan	Travel	Train Ticket	150	Cash
10-01-2026	10-Jan	Food	McDonald's	100	Cash
11-01-2026	11-Jan	Fees	Online Course	3000	Cash
12-01-2026	12-Jan	Food	Dinner Date	2100	Cash
13-01-2026	13-Jan	Food	McDonald's	100	Cash
14-01-2026	14-Jan	Travel	Petrol	2000	Cash
15-01-2026	15-Jan	Food	McDonald's	200	Cash
16-01-2026	16-Jan	Fees	Online Course	2000	Cash
17-01-2026	17-Jan	Food	McDonald's	100	Cash
18-01-2026	18-Jan	Travel	Petrol	2000	Cash
19-01-2026	19-Jan	Food	McDonald's	200	Cash
20-01-2026	20-Jan	Travel	Petrol	2000	Cash
21-01-2026	21-Jan	Food	McDonald's	200	Cash
22-01-2026	22-Jan	Fees	Online Course	1000	Cash
23-01-2026	23-Jan	Fees	Library Fine	100	Cash
24-01-2026	24-Jan	Fees	Bus Pass	500	Cash
25-01-2026	25-Jan	Travel	Bus Pass	500	Cash
26-01-2026	26-Jan	Food	McDonald's	100	Cash
27-01-2026	27-Jan	Food	Wendy's	800	Cash
28-01-2026	28-Jan	Food	Milk & Eggs	300	Cash
29-01-2026	29-Jan	Food	Wendy's	4500	Cash
30-01-2026	30-Jan	Shopping	Wish	4500	Cash

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