1. Open Microsoft Excel.
2. Create a new spreadsheet.
3. In the first row, create column headers for "Date", "Description", "Category", and "Amount".
4. Enter your daily expenses data under each column. For example:
   * Date: Enter the date of the expense.
   * Description: Describe the expense (e.g., groceries, transportation, utilities).
   * Category: Categorize the expense (e.g., Food, Transportation, Utilities).
   * Amount: Enter the expense amount.
5. Below the data, create a summary section:
   * In the "Category" column, list all unique categories.
   * In the adjacent column, use the **SUMIF** function to calculate the total expenses for each category. For example, if your categories are in column D and expenses are in column E, the formula for the Food category would be: **=SUMIF (C2:C100, "Food", E2:E100)**. Adjust the range (C2:C100, E2:E100) according to your data.
6. Format the spreadsheet as desired, applying styles, borders, and colors to improve readability.
7. Save your spreadsheet

**DAY 8 END**