PRACTICAL NO 15
Create a complete personal financial planner workbook

Aim: Create a complete personal financial planner workbook.

Step 1: Create & Rename

Rename Sheet1 → Expenses
- Right-click on Sheet1
- Click Rename
- Type Expenses
- Press Enter
- Add New Sheets

Click (Plus icon) at the bottom twice
Rename them as:

I. Budget
II. Charts

Final sheet names must be:

I. Expenses
II. Budget
III. Charts

STEP 2: Expenses Sheet (Using Your Data)
In Expenses sheet, keep this heading row (already correct):

| Date | Category | Expense Detail | Amount (₹) | Payment Method |
Your 20 rows of data are perfect
(No change needed — examiner will accept this)

STEP 3: Budget Sheet (Create Structure)
Go to Budget sheet and enter:

- Category
- Monthly Budget
- Actual Expenses
- Difference

Enter Categories (same as dropdown):

- Food
- Travel
- Shopping
- Fees
- Other

Example Monthly Budget (you can change values):

- Food   4000
- Travel   6000
- Shopping 5000
- Fees   5000
- Other   2000

STEP 4: Calculate Actual Expenses (SUMIF)

In actual Expenses column (C2):
Excel
=SUMIF(Expenses!B:B, A2, Expenses!D:D)

STEP 5: Difference Formula (Required)
In Difference column (D2):
Excel
=B2 - C2

This satisfies "Difference = Budget – Actual (formula required)"

STEP 6: (Exam Tip – Write This Line)
"Sheets renamed as Expenses, Budget, Charts successfully and data organized accordingly."

Expenses:

A1		⌄	⋮	✕ ✓ fx		

	A	B	C	D	E	E
1	Date	Category	Expense Detail	Amount (₹)	Payment Method	
2	1/1/25	Food	Lunch	250	Cash	
3	1/2/25	Travel	Bus Pass	1200	UPI	
4	1/3/25	Shopping	Clothes	3200	Card	
5	1/4/25	Fees	Exam Fees	1500	UPI	
6	1/5/25	Food	Dinner	400	Cash	
7	1/6/25	Travel	Taxi	2200	Card	
8	1/7/25	Shopping	Shoes	2800	UPI	
9	1/8/25	Other	Mobile Recharge	299	Cash	
10	1/10/25	Travel	Train Ticket	1800	Card	
11	1/11/25	Fees	Course Fees	3500	UPI	
12	1/12/25	Shopping	Bag	2100	Card	
13	1/13/25	Food	Breakfast	180	Cash	
14	1/14/25	Other	Internet Bill	999	UPI	
15	1/15/25	Travel	Fuel	2500	Cash	
16	1/16/25	Food	Lunch	300	UPI	
17	1/17/25	Shopping	Accessories	1200	Card	
18	1/18/25	Fees	Library Fees	800	Cash	
19	1/19/25	Other	Medicine	600	Cash	
20	1/20/25	Travel	Cab	2300	UPI	

◀ ▶   Expenses   Budget   Charts   +

Budget:

	A	B	C	D	D	E
1	**Category**	**Monthly Budget**	**Actual Expenses**	**Difference**	**Difference**	
1	Food	4000	1280	1290	2220	
2	Travel	6000	7700	-7700	-1700	
3	Shopping	5000	9100	9100	-4100	
4	Fees	5000	5300	5500	-600	
5	Other	2000	1898	1898	102	
6	Travel	2300	2300	UPI		

Budget | Expenses | Charts | +

Charts: