

Practical 15:

Personal Financial Planner

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.

Screenshot of Microsoft Excel showing a budget spreadsheet for January 2026. The data is organized into two tables:

	Date	Category	Expense Description	Budget Amount	Actual Amount
1	01-01-2026	Food	Groceries	3000	3200
2	03-01-2026	Transport	Bus Fare	1500	1700
4	05-01-2026	Entertainment	Movie	1000	1500
5	08-01-2026	Education	Books	2000	1800
6	10-01-2026	Utilities	Electricity Bill	2500	2600
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	Category	Total Expense
1	Total Food Expense	0
2	Total Transport Expense	0
3	Total Entertainment Expense	0
4	Total Expense	0
5	Total Education Expense	0
6	Total Utilities Expense	0
7		

Screenshot of Microsoft Excel showing a summary of total expenses per category. The data is presented in a single table:

	Category	Total Expense
1	Total Food Expense	0
2	Total Transport Expense	0
3	Total Entertainment Expense	0
4	Total Expense	0
5	Total Education Expense	0
6	Total Utilities Expense	0
7		