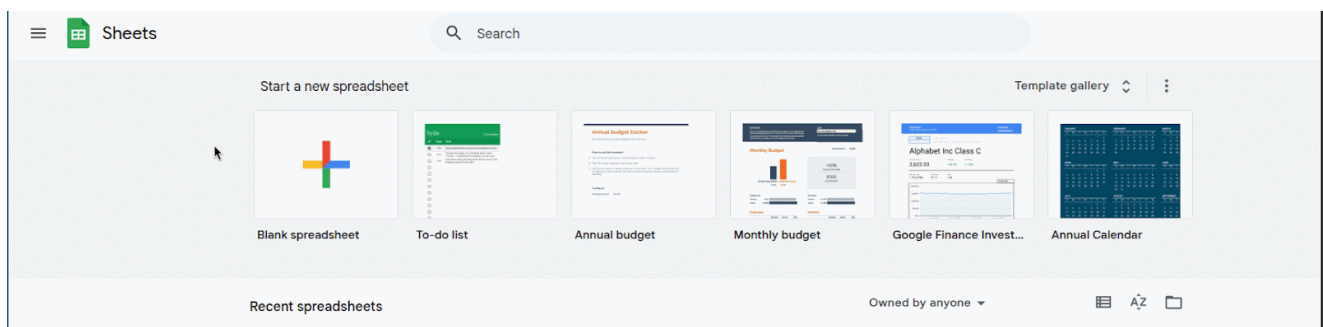# Task 1: Build a Personal Budget Tracker with Automatic Totals

This task walks you through building a personal budget tracker using Google Sheets. By the end of this task, you'll have a working sheet that records your expenses, categorizes them, calculates totals, and shows a pie chart of where your money goes.

1 – Create a new Google Sheet

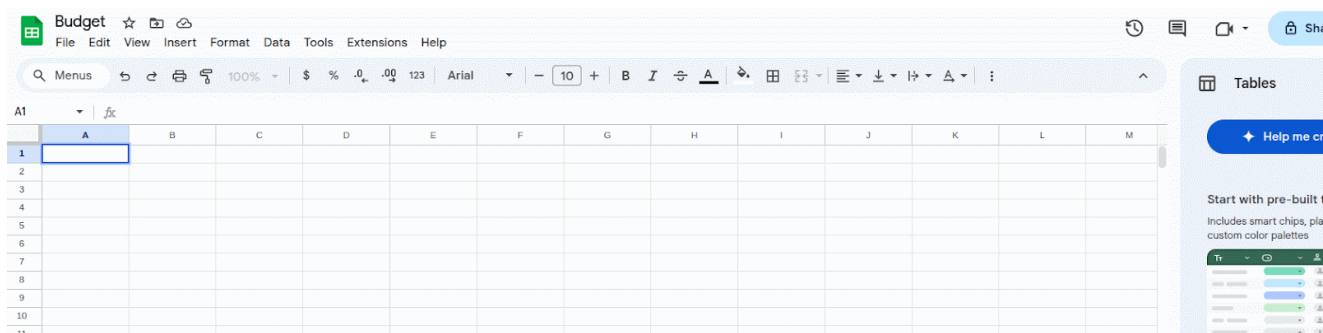Open Google Sheets and create a new blank spreadsheet. Give it a meaningful title like `My Budget Tracker`.

2 – Set up your columns
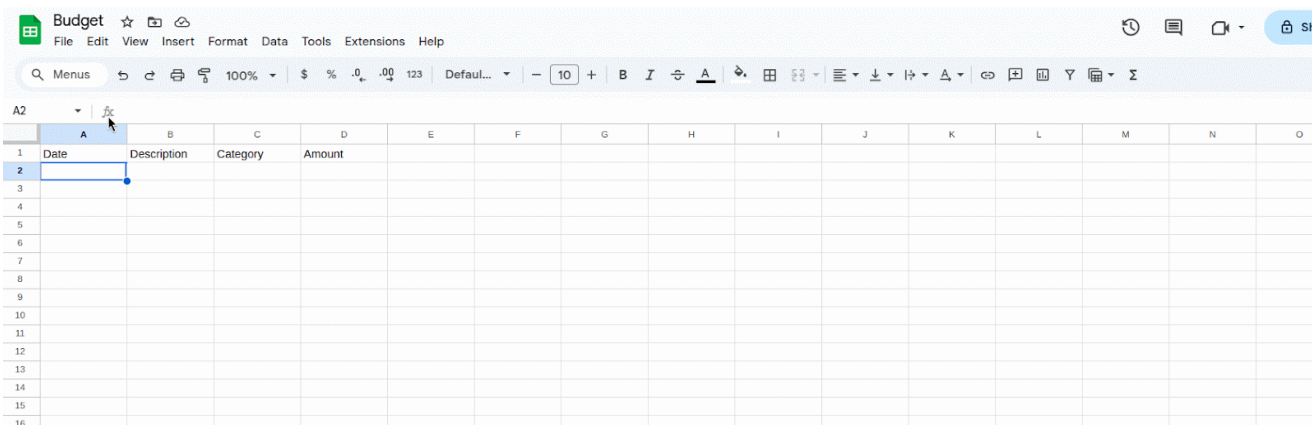
In Row 1, enter the following headers:

```
Date | Description | Category | Amount
```

These will be the core of your budget log.

3 – Format the "Amount" column as currency

Select the "Amount" column (column D), then go to `Format > Number > Currency` to ensure all amounts display as dollars.

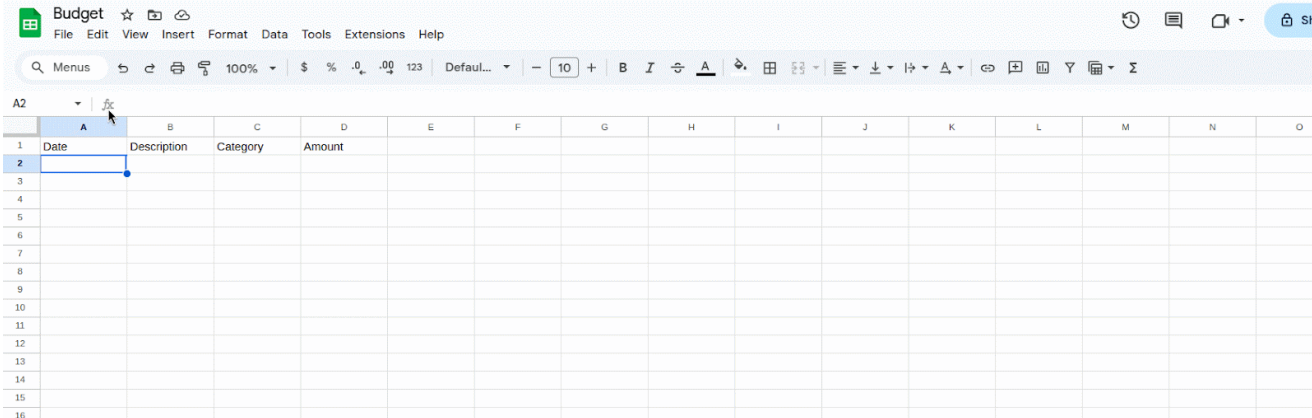## 4 – Add a dropdown list for your "Category" column

Use data validation to keep categories consistent. First select column C. Then go to `Data > Data validation`. Finally, choose `List of items` and enter something like:

```
Food, Rent, Utilities, Entertainment, Transportation, Other
```

After entering your categories, click `Done`.

!!! tip
You can add or edit these categories later, but be consistent with spelling to avoid filtering issues.

5 – Add a total sum

Below the "Amount" column, enter:

```
=SUM(D2:D)
```

This will add up all your recorded expenses.

6 – Add a total for a specific category (such as "Food")

In an empty cell, use:

```
=SUMIF(C2:C, "Food", D2:D)
```

This will total only the amounts labeled "Food".

!!! warning
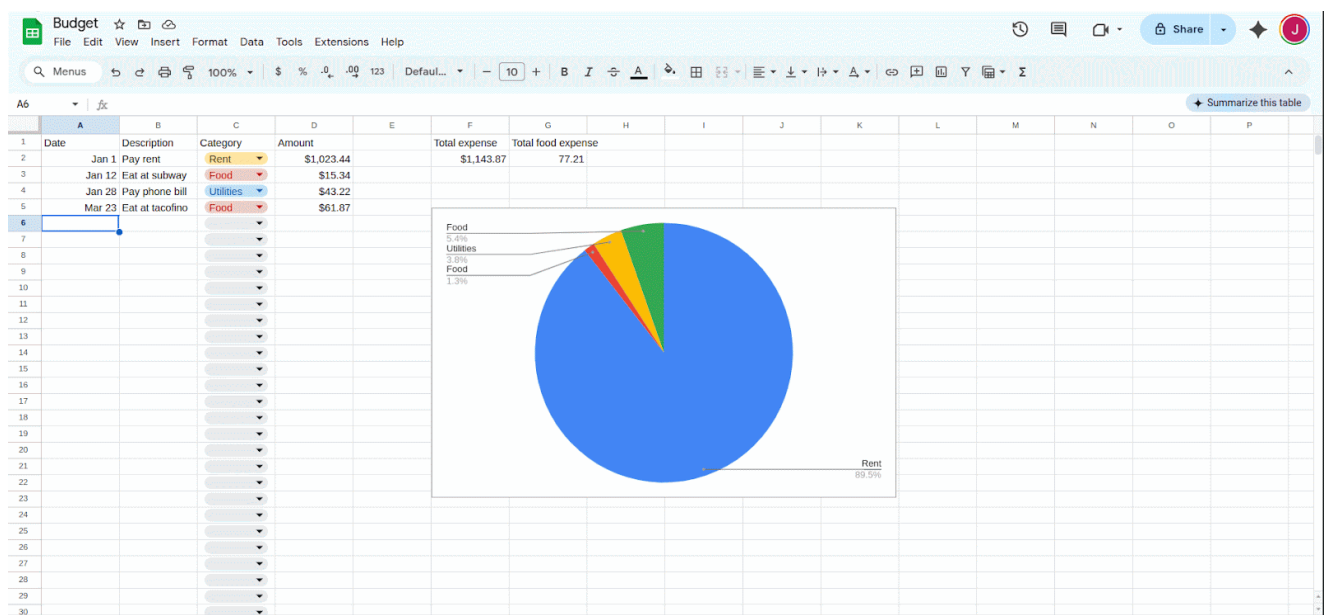Category names in the formula must exactly match what's in your dropdown list.

7 – Insert a pie chart

Go to `Insert > Chart`, then in the `Chart editor` on the right hand side, choose `C2:C` as the label and `D2:D` as the data range.

8 – Lock the header row

Go to `View > Freeze > 1 row`.

This keeps your headers visible as you scroll.

What you've built

You now have a working personal budget tracker which

- is easy to fill out and update
- sums your expenses
- contains a pie chart for visualizing sources of expense

This tracker can be expanded later with things like monthly filters, savings goals, or automatic formatting.

!!! tip
Want to reuse this sheet? Make a copy and clear out the rows — the formulas and dropdowns will still work.