

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.

7. Adjust print settings – Modify page layout, scaling, and margins to ensure the sheet prints clearly and fits on the page.

File Home Insert Draw Layout Formulas Data View Help

Clipboard Font Alignment Number Styles Cells Editing

Font: Calibri, 16, Bold, Italic, Underline, Paragraph styles, Color, Background color.

Alignment: Wrap Text, Merge & Center.

Number: General, Currency, Percentage, Fraction, Decimals, More options.

Styles: Conditional Formatting, Format as Table, Cell Styles.

Cells: Insert, Delete, Format.

Editing: Sort & Filter, Find & Select.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Date	Category	Expense	Amount	Payme										
1	01-01-2025	Food	Breakfast	5000	Cash										
2	02-01-2025	Travel	Bus fare	2000	Cash										
3	03-01-2025	Food	Lunch	8000	Card										
4	04-01-2025	Entertainment	Movie ticket	1200	Card										
5	05-01-2025	Shopping	Bags	1530	Card										
6	06-01-2025	Food	Snacks	3025	Cash										
7	07-01-2025	Travel	Taxi	1000	UPI										
8	08-01-2025	Education	Notebook	4500	Cash										
9	09-01-2025	Utilities	Mobile	2000	UPI										
10	10-01-2025	Food	Dinner	1140	Card										
11	11-01-2025	Shopping	Footwear	6800	Cash										
12	12-01-2025	Entertainment	Online	9990	Card										
13	13-01-2025	Travel	Train ticket	7500	UPI										
14	14-01-2025	Health	Medicine	1320	Cash										
15	15-01-2025	Food	Coffee	4000	Cash										
16	16-01-2025	Shopping	Clothes	2500	Card										
17	17-01-2025	Education	Stationery	6600	Cash										
18	18-01-2025	Food	Lunch	9100	UPI										
19	19-01-2025	Travel	Fuel	1875	Card										
20	20-01-2025	Entertainment	Game top-up	5000	UPI										
21	21-01-2025	Shopping	Chocolates	1240	Cash										
22	22-01-2025	Utilities	Internet bill	3000	Card										
23															
24															
25															
26															
27															
28															
29															

Sheet1 Sheet2 Sheet3 +