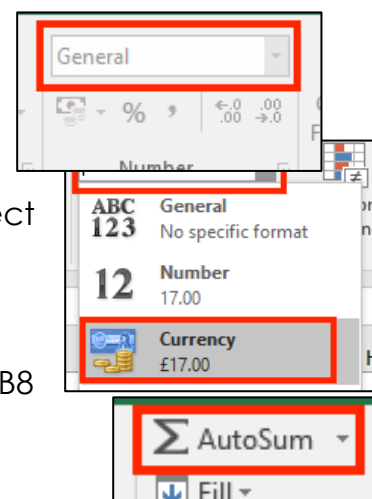


School Play Spreadsheet

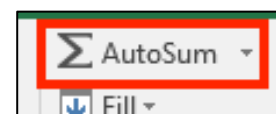
1. **Open** the school play spreadsheet
2. Make **column A** wide enough so that you can read all of the writing
3. The cost of caretakers on Thursday night is wrong:
 - a. click in cell **B5**
 - b. change the number to **45**

4. Some of the numbers need to be Currency in pounds and pence:
 - a. **highlight** cells **B5 to B8**
 - b. use the **General drop down box** on the ribbon > select **Currency**
 - c. **repeat** this for cells **C5 to C8** and cells **D5 to D8**

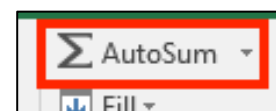


5. Add a **function** in cell B9 to add up the numbers in B5 to B8
 - a. click in cell **B9**
 - b. press the **Autosum button** at the **top right**
This should automatically select cells B5 to B8, but you can correct it if needed
 - c. press **Enter** (Return)
 - d. **repeat** the same function in cells **C9** and **D9**
ATTENTION: check the right cells are being selected

6. Add up the total costs:
 - a. click in cell **G9**
 - b. use a **SUM function** to add up the total costs (cells **B9 to D9**)
ATTENTION: Make sure the function chooses the right cells



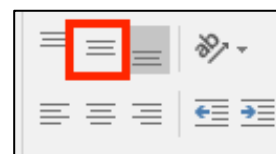
7. Add up the total number of seats available:
 - a. click in cell **G11**
 - b. use a **SUM function** to add up the total number of seats (cells **B11 to D11**)
ATTENTION: Make sure the function chooses the right cells



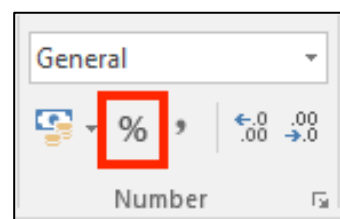
8. Use **wrapped text** in cell F11:
 - a. click in cell **F11**
 - b. press the **Wrap Text** button on the ribbon



9. **Format** row 11:
- click** on the **11** on the left to highlight the whole row
 - click the **Align Text Middle** button on the ribbon

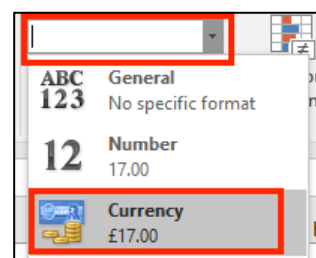


10. Change the numbers in row 14 to %ages:
- click in cell **B14**
 - click the **% button** on the ribbon (underneath the General drop down)
 - repeat** this in cells **C14** and **D14**



11. Calculate the number of tickets sold:
- click in cell **B15**
 - enter the formula: **=B11*B14**
 - repeat** the formula in cells **C15** and **D15** for those columns

12. Enter a ticket price:
- click in cell **G12**
 - type the value: **1.20**
 - format** the cell as **Currency**



13. Calculate the income for each night:
- click in cell **B16**
 - enter the formula: **=B15*G12**
Make sure the value is in pounds and pence
 - repeat** the formula in cells **C16** and **D16**
ATTENTION: you **will not** be able to copy the formula across. You will need to type it each time

14. Calculate the profit (the difference between income and costs)
- click in cell **G18**
 - enter the formula: **=G16-G9**

15. Format the sheet:
- in cell **A1** add the title **School Play**
 - format cell **A1** as Comic Sans, size 24, bold, italic and in red text
 - make cell **B3** bold
 - highlight cells **B3 to D3** and click the **Merge and Centre** button on the ribbon
 - make cells **B4 to D4** bold
 - put gridlines around the cells that need them – use the **All Borders** button

Done? Go to Point 20 on the Level 2 sheet