

TASK 2: WORKING OUT COSTS FOR A DANCE

There will be a dance to raise funds for Heart Touch, a charity that you work for. You must create a spreadsheet to work out the costs.

OPEN a blank spreadsheet.

ENTER this title: Fundraising Dance Costs

USE these column headings:

Item	Cost per Item	Quantity Required	Total Cost
ENTER this information:			
Hire of Hall	£100.00	1	
Disco	£100.00	1	
Staff	£20.00	2	
Catering	£8.00	100	
Posters	£3.50	30	

Grand Total

- **ENTER** a formula in the Total Cost column to work out the total cost for each item. The Total Cost is Cost per Item multiplied by Quantity Required.
- **SORT** by Total Cost with the highest cost at the top.
- **ENTER** a formula that provides a Grand Total at the bottom of the Total Cost column. **INSERT** your name, candidate number, centre number and today's date in the footer.
- **SAVE** your spreadsheet with an appropriate name. **PRINT** your spreadsheet in data view. Make sure it fits on one A4 page. **DISPLAY** your spreadsheet in formula view.
- **PRINT** your spreadsheet in formula view. Use landscape orientation and show gridlines. Make sure it fits on one A4 page.
- **CREATE** a pie chart that displays the Total Cost for each item.
- **SAVE** your pie chart.
- **INSERT** your name, candidate number and centre number in the footer.

Reminder:

- check that all information has been entered accurately
- check that your printouts display all information fully
- make sure the spreadsheet looks professional and is easy to read
- use a suitable layout and font
- use suitable chart title, labels or legends
- widen columns if necessary

TOTAL FOR TASK 2: 30 MARKS