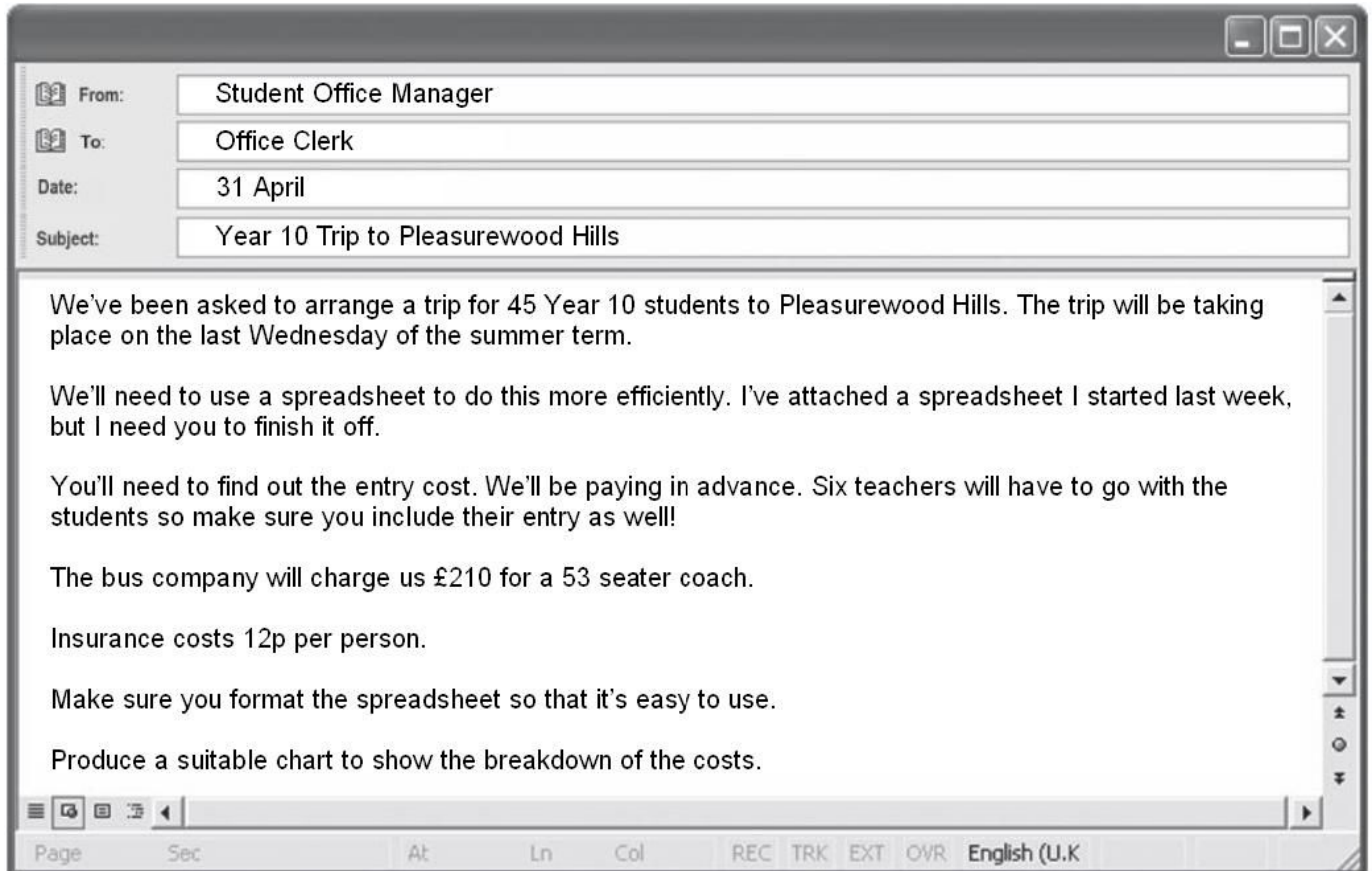


Pleasurewood Hills Trip Costs

A school trip to Pleasurewood Hills is being planned. You have been asked to help the student office staff to plan the trip.



Open the **tripcosts.xls** spreadsheet file.

You will need to:

- a) **Find out** the entry cost per person for a pre-paid school trip
- b) **Complete** the spreadsheet using this information and the information in the e-mail from the student office
- c) **Enter formulae** to calculate the cost per item
- d) **Use a function** to calculate the total cost of the trip
- e) **Use a formula** to work out the cost per student for the trip (remember: teachers always go free on school trips!)

Once your spreadsheet is complete:

- f) **Improve** the appearance of the spreadsheet to make it suitable for printing
- g) **Add** your name, school and class in the footer of the spreadsheet
- h) **Save and print** your spreadsheet making sure that all the data can be seen.
Check that it is **fit for purpose**.

The student office wants to use a chart to show how the cost of the trip is made up.

- i) **Use** the spreadsheet to create a bar or column chart to show the costs of each item. This should be the total cost of each item on the spreadsheet (the travel costs, the entrance costs for students etc...)
- j) **Make sure** your name, school and class are in the footer of the graph sheet
- k) **Save and print** your chart

Finally...

- l) **Display** the formulae you have used to produce your sheet
- m) **Print** the formulae view. You do not need to save the spreadsheet in this view.