

## Spreadsheet Practical Assessment

Heart Touch is a charity which raises money for people who suffer from heart problems.

Heart Touch are planning a disco to raise money. They have asked you to make a spreadsheet to help plan the disco.

1. Create a new blank spreadsheet
2. Enter the title: **Heart Touch fundraising disco costs**
3. Enter the information shown below using the column headers shown:

Item	Cost per item	Number needed	Total cost
Hire of hall	£100.00	1	
Disco	£100.00	1	
Staff	£20.00	2	
Catering	£8.00	100	
Posters	£3.50	30	
		<b>Grand total</b>	

4. Enter a **formula** in the Total cost column to work out the cost for each item.  
The Total cost is Cost per item multiplied by Number needed
5. Enter a **function** to calculate the Grand total at the bottom of the Total cost column
6. Somewhere below the data you have entered, use a function to calculate the **average** cost per item for the five items needed
7. Change the number of posters needed to **45**
8. Change the cost per item for staff to **£25.00**
9. Format your spreadsheet to make it easy to read
10. Create a bar chart to show the Cost per item for each item. Format your bar chart so that it is suitable for use
11. **Save** your spreadsheet in your OneDrive using a suitable name. **Share** your work with your teacher