ADDITIONAL EXERCISE 1

Scenario
You are working as an Admin Assistant at a travel agency. You have been asked to produce a spreadsheet about recent holidays booked.

TASK 1

1. Create a new spreadsheet.

2. Enter the following data leaving the **Total** column and **Average** row blank as shown:

Holiday Costs					
Hotel	Rate	Nights	Flights	Car Hire	Total
The Bay	99.5	2	225.58	23	
Fountain	87.5	2	325.65	23	
Royale	89	2	400.50	23	
Sunnyside	92.5	3	375.85	34.5	
Riviera	98	3	299.99	34.5	
Average					

3. In the **Total** column, insert a formula to calculate the cost for **The Bay**. Multiply **Rate** by **Nights** then add the result to **Flights** and **Car Hire**.

4. Replicate (copy) this formula to show the **Total** for all the other hotels.

5. In the **Rate** column, on the **Average** row, use the **AVERAGE** function to calculate the average hotel rate.

6. Save the spreadsheet using the filename **hotels**

7. Close the file.