Additional Exercise 1 Solution

Tasks 1, 2 & 3 - Your spreadsheet should be saved as an Excel Workbook with the filename **hotel** and should look like:

	A	B	C	D	E	F	G
1	BOOKINGS						
2		Single	Double	Twin	Suite	TOTAL	
3	Jan	40	108	32	20	200	
4	Feb	32	108	36	28	204	
5	Mar	60	112	60	32	264	
6	Apr	80	120	56	40	296	
7	May	72	120	60	40	292	
8	Jun	80	120	60	40	300	
9							
10							
11	AVAILABILITY IN JUNE						
12	Type	Rate	Breakfast	Booked	Available	Free	Income
13	Single	69	10.99	15	20	5	1199.85
14	Double	89	10.99	27	30	3	2699.73
15	Suite	109	10.99	8	10	2	959.92

Make sure the Autosum function has been used to calculate the TOTAL figures: =SUM(B3:E3)

Check you have entered the column label 'Income'

Check you have entered the formula as: =(B13+C13)*D13

Check you have entered the column label 'Free'

Check you have entered the formula as: =E13-D13

All formulas and functions should be copied to the rows below by using the fill handle

Make sure you have saved the spreadsheet as an Excel Workbook named hotel