ADDITIONAL EXERCISE 2

Scenario
You work at the reception desk of Hanover Hotel. Your manager has given you a spreadsheet to format so that it looks more presentable.

TASK 1

1. Open the file **hanover**

2. a. Use text wrap to display the column labels below on 2 lines; do not split words:

   Single Room

   Double Room

   Twin Room

   b. Ensure that all data is displayed in full.

   c. Format the data items listed as follows:

LABEL	**SIZE**	**MERGED ACROSS COLUMNS**
HANOVER HOTEL	Large	Centred across all columns containing data: Columns A - J Framed by a border
BOOKINGS	Medium	A – F (any alignment)
AVAILABILITY	Medium	A – G (any alignment)
DISCOUNT RATES	Medium	I – J (any alignment)

3. a. Format the figures in the **Rate** column as integer with a currency symbol.

   b. Format the figures in the **Breakfast** and **Income** column to **currency** with 2 decimal places.

   c. Display all other figures to 0 decimal places with no currency symbol.

4. a. Insert your name and an automatic filename as a header or footer.

   b. Set the page orientation to landscape

   c. Save your spreadsheet with the filename **hanfinal**.

   d. Ensure all data is displayed in full. Print a copy of the spreadsheet **hanfinal** showing all the figures.

TASK 2

1. You have been asked for a printout of the formulae of your spreadsheet **hanfinal**.

    a. In the DISCOUNT RATES section hide all the information in the column containing the data for **Type** (column I).

    b. Display the formulae.

    c. Set the page orientation to landscape.

    d. Display gridlines and row and column headings.

    e. Ensure that all formulae are fully displayed on one page and clearly legible.

    f. Save the file with the filename **hanform**.

2. Close the files **hanfinal** and **hanform**.