ADDITIONAL EXERCISE 3

Scenario
You work at the reception desk of Hanover Hotel. The hotel manager wants to compare which source bookings are coming from so that he can plan a marketing campaign. He has asked you to prepare some charts to help him with his planning.

TASK 1

1 Open the datafile **marketing**

2 Create a **Line-Column graph** to plot **Telephone** as a line, against the **Website** figures as a column, for each month from **Jan to Jun**. Ensure axis labels are displayed (i.e. Jan, Feb, etc.)

a) Title the graph: **Bookings Made**

b) Label the x-axis: **Month**

c) Label the y-axis: **Number of Bookings**

d) Create the graph on a sheet that is separate from the data source.

e) Format the y-axis as follows:

minimum value: **50**

maximum value: **375**

interval: **25**

f) In the plot area, insert a text box with the words: **Internet campaign in May**

Ensure the text box does not overlap/touch any lines or data points.

3 Save the file with the filename **markchart**.

4 Print one copy of the graph.

5 Close the file.

Task 2

You have been asked by the manager to produce an exploded pie chart showing which room types have been booked for the first half of the year.

1 Open the spreadsheet **rooms**

2 Using the **Total** number of bookings (from Jan to Jun) for each **Room Type** create an exploded **pie chart**.

a) Title the chart: **Room Types Booked**

b) Each sector must be clearly labelled with the **Room Type** and **percentage**.

c) Do not display a legend.

d) Create the chart on a sheet that is separate from the data source.

e) Format the percentages to **1** decimal place.

f) Pull out the smallest sector of the pie chart so that it is further away from the rest of the chart.

3 a) Insert your name as the header or footer.

b) Print one copy of the chart.

c) Ensure that all data is distinctive and can be clearly identified when printed.

4 Save the file with the filename **roomchart**.

5 Close the file.