ADDITIONAL EXERCISE 1

Scenario
You work at the reception desk of Hanover Hotel. You have been asked by the hotel manager to produce a spreadsheet about room bookings.

TASK 1

1. Open the file **bookings** and save it in your software's normal file type using the filename **hotel**.

2. The **TOTAL** figure is calculated by adding together the figures for **Single**, **Double**, **Twin** and **Suite**.

   In the **BOOKINGS** section, in the **TOTAL** column, use a function to calculate the total bookings for each of the months **Jan** to **Jun**.

TASK 2

Your manager wants to see how many of the available rooms are still free and can be sold at a discounted rate.

1. a. In the **AVAILABILTY IN JUNE** section, enter the column label **Free** next to the label **Available**.

   b. In the cell below this label, enter the following formula:

      Available minus **Booked**.

   c. Replicate this formula for all types of room.

2. You have been asked to make some amendments to the spreadsheet:

   Since the Twin rooms are being refurbished, it has been decided to remove these from the Availability in June section.

   In the **AVAILABILITY IN JUNE** section delete the entire row where the **Type** is **Twin**. Ensure blank cells do not remain.

TASK 3

Your manager has asked you to calculate how much income is expected in June.

1. a. In the **AVAILABILTY IN JUNE** section, enter the column label **Income** next to the label **Free**.

   b. In the cell below this label, use a formula to calculate the income for the first room type:

      Add the figures for **Rate** and **Breakfast** then multiply this figure by **Booked**.

   c. replicate this formula for all types of room.

3. Save the spreadsheet keeping the filename **hotel**