Additional Exercise 2 Solution

Task 1 - Your spreadsheet should be saved with the filename **hanfinal** and the printout should look like:

Check your name and an automatic filename is in the header or footer

Check text wrap has been used and data is on 2 lines

Make sure all data is visible

Check data in Rate column has a currency symbol and is in integer format (to 0 decimal places)

Learner Name
hanfinal

HANOVER HOTEL

BOOKINGS

	Single Room	Double Room	Twin Room	Suite	TOTAL
Jan	40	108	32	20	200
Feb	32	108	36	28	204
Mar	60	112	60	32	264
Apr	80	120	56	40	296
May	72	120	60	40	292
Jun	80	120	60	40	300

DISCOUNT RATES

Type	Discount Rate
Single	59
Double	79
Twin	79
Suite	99

AVAILABILITY IN JUNE

Type	Rate	Breakfast	Booked	Available	Free	Income
Single	£69	£10.99	15	20	5	£1,199.85
Double	£89	£10.99	27	30	3	£2,699.73
Suite	£109	£10.99	8	10	2	£959.92

Check label is large e.g. 22pt, has been merged across columns A to J and is framed by a border

Check all other labels have been merged across the columns specified and are a medium size e.g. 14pt

Make sure page orientation is landscape

Task 2 – your spreadsheet should be saved with the filename **hanform** and the printout should look like:

Learner Name
hanform

	A	B	C	D	E	F	G	H	J
1	HANOVER HOTEL								
2									
3	BOOKINGS								DISCOUNT RATES
4		Single Room	Double Room	Twin Room	Suite	TOTAL			Discount Rate
5	Jan	40	108	32	20	=SUM(B5:E5)			59
6	Feb	32	108	36	28	=SUM(B6:E6)			79
7	Mar	60	112	60	32	=SUM(B7:E7)			79
8	Apr	80	120	56	40	=SUM(B8:E8)			99
9	May	72	120	60	40	=SUM(B9:E9)			
10	Jun	80	120	60	40	=SUM(B10:E10)			
11									
12									
13	AVAILABILITY IN JUNE								
14	Type	Rate	Breakfast	Booked	Available	Free	Income		
15	Single	69	10.99	15	20	=E15-D15	=(B15+C15)*D15		
16	Double	89	10.99	27	30	=E16-D16	=(B16+C16)*D16		
17	Suite	109	10.99	8	10	=E17-D17	=(B17+C17)*D17		

Check column I is hidden

Make sure gridlines and row and column headings are displayed

Check all formulae are displayed

Make sure all data displays on one page and is clearly legible