

## Spreadsheet Task - Meal Expenses

The information below shows the cost of the meals provided for people on a course for one day.

Meal Expenses			
Name	Breakfast	Lunch	Dinner
Martin Peake	3.75	8.55	12.45
Joan Cooper	6.75	10.35	9.75
Martine Davro	3.75	8.65	10.95
Maxine Dante	5.75	10.3	9.5
Geoff Parry	5.75	13.25	11.95
Sue Dawkins	3.75	6.54	10.75
Adrian Lenard	3.75	11.55	9.95
Total			

1. Create a spreadsheet containing the above information.
2. Enter a formula to calculate the total cost of all the breakfasts and replicate the formula so that the total of the lunches and dinners is also calculated.
3. Some of the original information is incorrect. Joan Cooper had the continental breakfast and not the English breakfast. Her entry for breakfast should be £3.75. Sue Dawkins dinner did not include a sweet and the amount entered for her dinner should be £8. Correct these.
4. Maxine Dante's expenses should not have been included. Delete the row containing Maxine's expenses; do not leave a blank row. Save your spreadsheet and print a copy of it.
5. Insert an extra column after 'Dinner'. Label this 'Total'. Enter a formula to calculate the total cost of Martin Peake's meals and replicate this formula to calculate the total costs for each individual on the course.
6. Insert a new column headed 'Tea' between 'Lunch' and 'Dinner'. Enter the following information:

Martin Peake	£1.50	Joan Cooper	£1.75	Martine Davro	£2.25
Geoffrey Parry	£1.65	Sue Dawkins	£2.15	Adrian Lenard	£1.45
7. Adjust the spreadsheet to show the total for 'Tea'.
8. Calculate the total bill that should be shown on the 'Total' row in the 'Total' column. Format all values to show 2 decimal places. Save your spreadsheet and print a copy.
9. Print a copy of your spreadsheet showing the formulae.
10. Word process a paragraph explaining the advantages of using a spreadsheet to work out the cost of these meals rather than a pen and paper method.