

Spreadsheet and Chart Task (based on a Higher Tier Question)**Total 18 marks**

- (a) Set up a spreadsheet using the following data showing the monthly running costs for a small company during the first quarter of the year. (2 marks)

*Chameleon Sales**Monthly Costs (£) First Quarter 2002*

<u>Item</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>1st Quarter Total</u>
<i>Rental</i>	650	650	610	
<i>Services</i>	220	130	190	
<i>Food</i>	300	115	96	
<i>Travel</i>	244	199	152	
<i>Insurance</i>	134	134	134	
TOTAL				

- (b) There have been some mistakes in entering the data. Alter the spreadsheet to show the following: (1 mark)
- Rental: February 675
Insurance: March 143
- (c) Enter formulae in the '1st Quarter Total' column to calculate the total cost for each item over the three months. (2 marks)
- (d) Enter formulae to calculate the total of each column. (2 marks)
- (e) Save the file as **COSTS** and print a copy showing the formulae (1 mark)
- (f) Create a bar chart to show the 1st Quarter Total for each item. Label the axes and give the chart a suitable title. (4 marks)
- (g) Save the file as **CHART** and print a hard copy. (1 mark)
- (h) Create a bar chart to show the total expenditure for each month. Label the axes and give the chart a suitable title. (4 marks)
- (i) Save the file as **CHART2** and print a hard copy. (1 mark)