

Spreadsheet and Chart (based on a Higher Tier Question)**Total 23 marks**

- (a) Set up a spreadsheet using the following data showing the expenses for a group of people. (2 marks)

Expenses w/e 13 April 2002

<u>First Name</u>	<u>Surname</u>	<u>Food(£)</u>	<u>Clothes(£)</u>	<u>Travel(£)</u>	<u>Rent(£)</u>	<u>Total(£)</u>
John	Whittle	32	18	16	80	
Peter	Jones	35	15	17	75	
Felix	Wilde	27	23	14	85	
Sarah	Chapman	31	42	24	54	
Alice	Michaels	19	35	36	65	
Michael	James	40	12	27	50	
Susan	Burton	54	26	6	74	

- (b) Ensure that all numerical data is right aligned, is in currency format and that the headings for those columns are also right aligned. The headings for the other columns should be left aligned. (2 marks)
- (c) Enter a formula in the 'Total' column to calculate how much John Whittle has spent. Replicate the formula to calculate total expenditure for everybody. (2 marks)
- (d) Add a new row, beneath the details for Susan Burton, to show the average amount spent for each item to the nearest penny. Give the row a suitable label. (4 marks)
- (e) Insert a new column between 'Travel' and 'Rent' called 'Entertainment' and enter the following data correctly (from the top to the bottom): (2 marks)

Entertainment 18 23 27 16 22 29 21

Note: Ensure that your formulae for the totals and averages still work correctly)

- (f) Save the file as **EXPENSES** and print a copy showing the formulae. (1 mark)
- (g) Create a bar chart to show the total expenses for each person. Label the axes and give the chart a suitable title. (4 marks)
- (h) Save the file as **CHART** and print a hard copy. (1 mark)
- (i) Create a pie chart to show the average expenditure for each item. Give the chart a suitable title and a legend. The data labels should show the value of average expenditure for each item. (4 marks)
- (j) Save the file as **CHART2** and print a hard copy. (1 mark)