

Spreadsheet Task**Total 17 marks**

The landlady of **The Grape Vine** inn wants to create a spreadsheet that will calculate the weekly income and profit for her on the meals that she sells.

- (a) Set up a spreadsheet to record the information in the table below. This shows details of the meals sold. If necessary, increase the width of the columns to ensure that all labels are displayed in full.

Meal	Cost	Sale Price	Sold	Income	Profit
Chicken and Chips	2.00	3.00	20		
Quarter Pound Burger, Chips	1.40	2.10	26		
Double Burger, Chips	1.94	2.90	13		
Baked Potato, Beans	0.09	1.50	35		
Hot Chilli Pizza, Salad	3.88	5.80	0		
Gammon Steak, Chips, Salad	4.13	6.25	29		
Sirloin Steak, Baked Potato, Salad	5.61	6.55	27		
Fish, Chips	1.65	2.50	14		
Total					

(3 marks)

Did you emphasise the labels somehow. If so, how did you do it?

How did you change the width of the first column?

- (b) Due to no sales it has been decided to remove Hot Chilli Pizza from the menu. Delete that row from your spreadsheet without leaving a blank row. *(1 mark)*

Explain how you deleted the row without leaving a gap in the spreadsheet.

- (c) Insert a row as the first row of the spreadsheet and enter the heading, 'The Grape Vine Inn – Sales w/e <enter this coming Fridays date>' *(2 marks)*

Explain how you inserted the row in the spreadsheet.

- (d) (i) Insert a formula in the '**Income**' column to calculate the income from Chicken and Chips (**Sale Price** multiplied by **Sold**). (1 mark)
- (ii) Replicate the formula to calculate the income from each of the other meals. (1 mark)

Explain how you replicated the formula down the column of the spreadsheet.

- (e) There have been some mistakes entering the data. Alter the spreadsheet to show the following:
- Baked Potato, Beans: Cost £0.90
- Sirloin Steak, Baked Potato, Salad: Sale Price £7.29 (2 marks)
- (f) (i) Enter a formula in the '**Profit**' column to calculate the profit made on the Chicken and Chips (**Income** minus (**Cost** times **Sold**)). (1 mark)
- (ii) Replicate the formula to calculate the profit from each of the other meals. (1 mark)
- (g) (i) Ensure that all data in the **Sold** column is in integer (whole number) format. (1 mark)
- (ii) Display the data in the **Cost**, **Sale Price**, **Income** and **Profit** columns to two decimal places. (1 mark)

Explain how you displayed these columns to two decimal places.

- (h) In the **Total** row enter a formula in the appropriate location to calculate the total profit for the week. (1 mark)
- (i) Save the file as **SALES** and print a hard copy. (1 mark)
- (j) Print a copy of the file showing the formulae that you have used. (1 mark)

Explain how you displayed the formulae on your spreadsheet..