

BUSINESS & COMMUNICATION SYSTEMS

Spreadsheet Exercise

Scenario:

You work in the accounts department of Coedcae Products. One of your roles is to monitor and record the travel expense accounts of the sales department.

Here is the data for last month:

Name	Mileage (miles)	Mileage rate (£)	Mileage claim (£)	Advance (£)
John Thomas	312	0.33		30.00
Doris Waters	243	0.28		70.00
Emily Rees	123	0.35		25.00
John Jones	87	0.33		40.00
Martin Smith	907	0.27		30.00

- Create the above spreadsheet and sort the names by alphabetical order.
- Apart from the headings provided, create an extra column to display how much each person is owed.
- Produce a total for the mileage, mileage claimed, money advanced and the total owed. Print out a copy.
- Produce a bar graph to display each person's mileage claim. Print out a copy.

