

Excel 2003: Skiing Task

1. You are going on a skiing holiday and have to work out how much it will cost you.



Enter the details from the following table into a blank spreadsheet, to begin your model.

Item	Unit	Unit Cost	Number
Airfare	Ticket	£99.00	1
Bus Transfer	Ticket	£20.00	2
Accommodation	Week	£70.00	1
Ski pass (local rate)	Ticket	£90.00	1
Equipment rental	Week	£70.00	1
Food	Day	£12.00	7
Entertainment	Night	£24.00	6

2. You should now add a column to work out the total cost per item.
 - Enter the column heading.
 - Now enter a formula to work out the totals.
3. Add a cell labelled total trip to your spreadsheet, and enter a formula to calculate the total cost of the trip. Note: This should be in-line with your total item costs.
4. In an appropriate place in your spreadsheet add a formula to work out the average unit cost of all your expenses.
5. Now, add a formula to work out the maximum unit cost.
6. Add a formula to work out the minimum unit cost.
7. Delete all the numeric values in the unit cost column.
 - Change the format of cells in the unit cost column to currency.
 - Ensure that the currency has been set to 2 decimal places.
 - Re-enter the numeric values only from the table above.
8. Insert two rows at the top of the spreadsheet. Then merge all cells in rows 1 and 2, above the rest of the data displayed. Now add a title for your model.
9. Add a border of your choice to the cell containing your title. You should also change the colour of background of the cell.

10. Add a border to all data appropriately, but emphasise the total cell.
11. Add a header/footer to your work, containing:
 - Your name
 - Automatic date
 - Page number
12. Change your print setup to do the following:
 - Print your work to one page
 - Make your page landscape orientated
 - Display gridlines
 - Display column letters & row numbers on printouts
 - Experiment with your margins
13. You now need to print your spreadsheet, but without the number and total column.
14. Sort the data in the spreadsheet, in terms of item (ascending), then by unit (descending)
15. You don't want people to see what your total cost is on the screen-hide that column
16. Make your spreadsheet look attractive!

You may:

- Guide teachers or students to access this resource from the teach-ict.com site
- Print out enough copies to use during the lesson

You may not:

- Adapt or build on this work
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