

Spreadsheets – Real World Assignment

This assignment requires you to design and test a spreadsheet.

Club Nova, has one cash register running at the moment and have asked you to create a spreadsheet they can use to verify the money count at the end of the day.

Below is the instructions and a sample of the spreadsheet is supplied at the end of the instructions.

Instructions.

1. Set the Page Size to A4 and the margins to 2cm
2. The Top of the Sheet should show the name of the organisation
3. The Date should included in the heading such that it will always display the current date. If it is the 15th of January 1998 it will display 15th of January 1998.
4. The Footer should specify the name of the file and the page number
5. Highlight the cells in which the user can make changes by making it a different colour.
6. Create formulaes in the Value column so that:
 - It calculates the product of the currency and the count
 - It displays nothing if there is no number in the count column
7. Format the Currency and Value column to show the dollar sign
8. Highlight the final count of money.

Extended Assignment

Club Nova has now extended its services and has four stores.

1. Create a Cash Count Spreadsheet for each of the four stores
 - Red Point Central
 - Red Point North
 - Red Point One Way
 - Foodstuff Fanga
2. Create a spreadsheet to consolidate all the cash count from each of the four stores.

1. Print it normally, so we see the figures
2. Print it so we see the formulae being used instead of the calculated figures

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