**PHONE COST TASK - INSTRUCTIONS**

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| Note: When the instructions say ‘print’, they mean ‘print to file’. Ie use the print dialogue and choose Adobe .pdf as your printer. You will need to submit your excel spreadsheet **and** any ‘printing’ you have done |

**Task 0**

Create a folder in OneDrive called 18743\_Excel. Inside the folder, create a folder called 01\_phone\_costs. Create a spreadsheet called 01\_phone\_charges inside your 01\_phone\_costs folder.

**Task 1 PC 1.1**

Enter the following data, regarding **Mobile Phone Costs**, into a spreadsheet.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | A | B | C | D | E | F | G | H | I |
| 1 | Mobile phone costs | | | | | | | | |
| 2 | Name | Monthly Fee | Rate / Minute | Minutes | $ on Calls | Rate / txt | # of Txts | $ txt | Total |
| 3 | James |  |  | 21 | ? |  | 63 | ? | ? |
| 4 | Holly |  |  | 30 | ? |  | 71 | ? | ? |
| 5 | John |  |  | 65 | ? |  | 198 | ? | ? |
| 6 | Aroha |  |  | 44 | ? |  | 83 | ? | ? |
| 7 | Michael |  |  | 72 | ? |  | 255 | ? | ? |
| 8 | Hone |  |  | 51 | ? |  | 112 | ? | ? |

**Additional Information**

* The monthly fee for each user is $30.00
* The cost per text is $0.25
* The price per minute is $0.55

**Task 2 PC 1.2**

1. Left Align Headings over text and right align Headings over numbers. Use bold style for Headings.
2. Change the column widths to ensure all the text is displayed on the screen. Change the page orientation to landscape.
3. Format the figures in columns **B, C, E, F, H and I** to show currency, $ signs and two decimal places.
4. Put your name in the header and the date in the footer.

**Task 3 PC 1.3**

1. Insert a formula to complete column E (Rate / min x minutes)
2. Insert a formula to complete column H (Rate / text x number of texts)
3. **Add** the numbers in columns C, E and H together. Put the answer in column I
4. Find the total spent by all five people (put your answer in cell I9
5. Find the average amount spent (put your answer in cell I11, create a label for this which spans cells G11-H11)
6. Find the minimum amount spent (put your answer in cell I12, create a label spanning cells G12 – H12)
7. Find the maximum amount spent (answer in I13, label G13-H13)
8. Sort the data by total spent (lowest to highest)
9. Merge and center the heading so that it goes over columns A – H. Format it appropriately
10. Format the data appropriately

**Task 4 *PC 1.5***

**‘Print’** out your spreadsheet **twice**.

1. With the numbers showing.
2. **(Ctrl-~)** With the formulae showing.
   * Make sure that your first printout (the one with numbers showing) is on one sheet of A4 only.
   * Use print preview before you print to check this is all done.

**Task 5 *PC 1.4 & 1.5***

1. Make a **Pie Chart** to show how much each person spent on phone calls.
2. Use the information in Columns **A** and **E**.
3. Make sure the chart is clearly titled and all the data identified, and it is formatted correctly.
4. **Save** the chart on a **new** **sheet** and print it out.
5. Ensure that your name is in the header and the date is in the footer.

**Task 6 *PC 1.4 & 1.5***

1. Make a **Column Graph** to show the total spent by each person (ie: calls **and** texts combined)
2. Use the information in Columns **A** and **I**.
3. Make sure the graph is clearly titled and all the data identified.
4. Save the graph on a **new sheet** and print it out.
5. Ensure that your name is in the header and the date is in the footer.

You should now have **four** sheets to hand in for marking. Spreadsheet, Spreadsheet with formulas, Pie Chart and Column Graph.