|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **A** | **B** | **C** | **D** | **E** |
| **1** | **Monthly Bill** |
| **2** | **DESCRIPTION** | January  | February  | MARCH | **TOTAL** |
| **3** |  |  |  |  |  |
| **4** | Cable TV | $2,000.00 | $2,000.00 | $2,500.00 |  |
| **5** | High Speed Internet | $3,450.00 | $3,450.00 | $3,500.00 |  |
| **6** | Mobile phone | $4,000.00 | $0.00 | $2,400.00 |  |
| **7** | Credit Card | $12,000.00 | $25,000.00 | $25,000.00 |  |
| **8** | Rent | $30,000.00 | $30,000.00 | $30,000.00 |  |
| **9** | Car Insurance | $45,000.00 | $20,000.00 | $30,000.00 |  |
| **10** | **TOTAL PAID** |  |  |  |  |

**Class Activity: Revision**

Use the spreadsheet table above to answer the following questions:

a) Write the formula to calculate the total amount of money paid for the month of January?

b) Write a formula to determine the total payment made on Car Insurance.

c) What is the most effective way to determine the total for February and March?

d) Write the function to determine:

1. the highest total payment over the three-month period.
2. the highest bill for the month of March.
3. the lowest bill for February
4. the total payment made on high speed Internet

e) Give ONE example of a value and ONE example of a label used within the spreadsheet.

f) Write the range of the spread?

g) When preparing tabulations, the format of the table must be consistent. The format of the

 spreadsheet is inconsistent. Identify any TWO sections of the spreadsheet that are not

 properly formatted and state the corrected format to apply to that section.

h) Outline the steps to centre a table horizontally and vertically.