**SPREADSHEET PRACTICE – 35 minutes**

1. Go to the class website, click more and then select ‘REVISION’.
2. Download the spreadsheet file and use it to carry out the following task.

* Insert four more columns to the right of the last column shown. Name the columns TOTAL POPULATION, LUNCH, WIFI, and UNIVERSITY TOTAL. (Note: columns are already there so, just type the headings).
* The cost of lunch is $500.00 per student. The cost of WIFI is $100.00 per student.
* Use appropriate formula to determine the total population, the total lunch and Wifi cost, and the university cost. ***University Total = Lunch + Wifi.***
* Centre data in columns A, B and C.
* Centre, bold and apply ALL caps and increase the font size to 14 to the column headings.
* Format the values in columns D, E, F and G as currency, no decimal.
* Apply ALL border to the table then centre the table horizontally and vertically in landscape orientation.
* Create and label a COLUMN CHART comparing the total number of males and females for each university.
* Move the chart to a new worksheet and name it **Comparison Chart.** Add an appropriate chart title
* Save the file as **UNIVERSITY2017BUDGET**
* **Display work for teacher’s evaluation and further instructions.**

**Changing Chart Default Series Name**

1. Click on the chart; select **Design** below chart tools; click **select data**; Click on the word ‘**Series 1’;** select **Edit.** If series 1 represents the Male value, type male, otherwise type female.
2. **Edit** series 2 and add the correct series name. If series 2 represents Females, type Females; otherwise, type Male.

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