

Question 4 (b)

Time: 25 minutes

- (i) Create the spreadsheet following ALL instructions given.
- (ii) Use equal left and right margins of 1" (2.54 cm) on A4 or letter size paper.
- (iii) Use portrait orientation.
- (iv) Centre ALL column headings.
- (v) Use formulae to calculate ALL totals where applicable.
- (vi) Use formulae to calculate the balance due for each student.
- (vii) Format ALL dollar amounts as currency.
- (viii) Create a column chart with the title "balance due" to show the amount owing by each student.
- (ix) Save the document as **Records**.

Dunstan School of Hospitality and Tourism Management
Students' Financial Records

3 caps
Arial, 16pt.

in full

Students Names	Total Cost	Amt. Paid			Balance Due
		Admin. Fee	Tuition Fee	Boarding Fee	
Renicia Francis	5714	300	1500	500	
Xavier Picard	3912	300	1800	500	
Sharine Marsh	8764	300	2500	1000	
Okeema Pius	8525	300	4500	500	
Vijay Ramlogan	7465	1475	300	1000	
TOTAL					

bold ALL column headings

Thick outside border all around

bold

Sort student names alphabetically by first name.