**QUESTION 7A [70]**

1. Open the existing spreadsheet **QUESTION 7A.xlsx**.

2. Add a new sheet and copy the spreadsheet to the new sheet. Rename the sheet to **Chobe**.

3. Change the header to QUEST7A, right-aligned and insert your Examination number to the left.

4. Edit the spreadsheet according to the instructions indicated in the text on the following page.

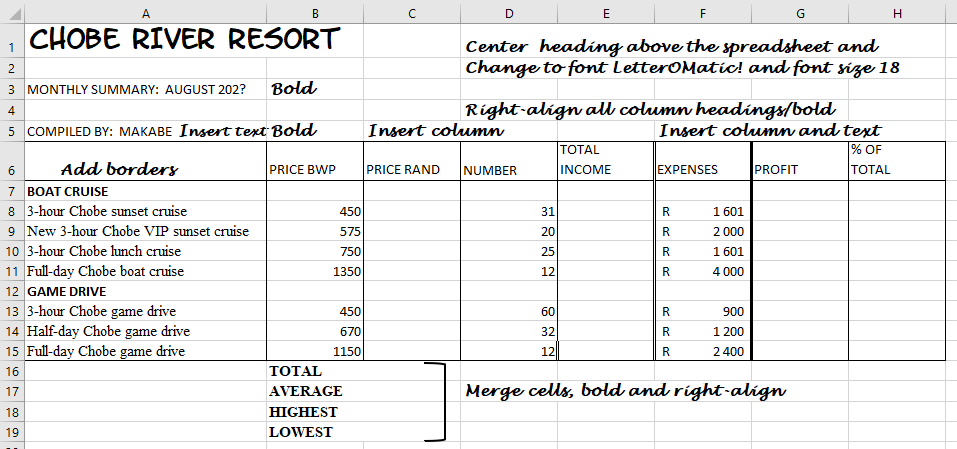
5. Display PRICE PER CRUISE/GAME DRIVE and EXPENSES PER DAY as currency with zero decimals.

6. All column widths from column B to J should be 13.20.

7. Save the workbook as **QUEST7 yourexamnumber.xlsx**

8. Print the spreadsheet in landscape orientation on one page (28)

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**QUESTION 7B (20)**

1. Open your workbook **QUEST7 yourexamnumber.xlsx** and the **Chobe** sheet.

2. Add a new sheet and rename the sheet to **Chobe2**. Copy the Chobe spreadsheet to the **Chobe2** sheet.

3. Change the header to **QUEST7B**, right-aligned and insert your Examination number to the left.

4. Follow the instructions to insert formulas to do the calculations, as follows:

➀ PRICE RAND = Price PWB (Botswanas currency) X 1.46

➁ TOTAL INCOME = Price Rand X Number

➂ PROFIT = Total income - Expenses

➃ % OF TOTAL = Profit per cruise or drive as a percentage of the Total profit in G16

➄ TOTAL = Total of the columns as indicated

➅ AVERAGE = Calculate the averages as indicated

⑦ HIGHEST = Determine the highest in the columns as indicated

⑧ LOWEST = Determine the lowest in the columns as indicated

Copy the formulas to the other cells as indicated.

5. Display % OF TOTAL as percentage with ONE decimal.

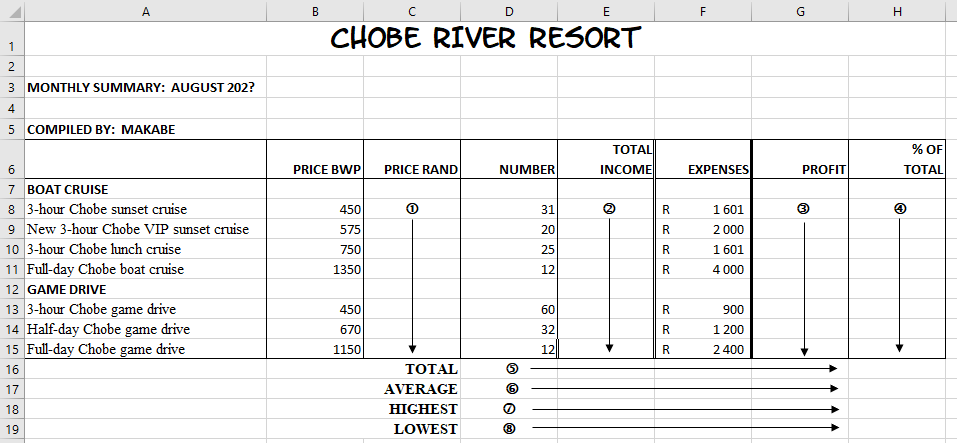
6. Display PRICE RAND, TOTAL INCOME and PROFIT as currency with NO decimals; round the numbers to display with no decimals.

7. Display all AVERAGE numbers with no decimals, rounded.

8. Sort the contents of the spreadsheet in descending order according to PROFIT; sort the boat cruises and game drives separate.

9. Save the spreadsheet as **QUEST7 yourexamnumber.xlsx**

10. Print the spreadsheet in landscape format on one page.



**QUESTION 7C (12)**

1. Open the spreadsheet **Chobe2** in the workbook **QUEST7 yourexamnumber.xlsx**.

2. Add a new sheet and rename the sheet to **Formulas**. Copy the **Chobe2** spreadsheet to the **Formulas** sheet.

3. Change the header to **QUEST7C**, right-aligned and insert your Examination number to the left.

4. Hide columns A and B on the **Formulas** sheet.

5. Display the formulas. Adjust the column widths to display all formulas in landscape orientation.

6. Save the workbook as **QUEST7 yourexamnumber.xlsx**

7. Print the spreadsheet with row and column headings.

**QUESTION 7D (10)**

1. Open the spreadsheet **Chobe2** in the workbook **QUEST7 yourexamnumber.xlsx**.

2. Create a pie graph as a NEW SHEET to show the PROFIT for the month for all boat cruises and game drives.

3. Insert the following chart titles:

PROFIT: AUGUST 202?

Yourexaminationnumber

QUEST 7D

4. Each segment must show the profit in currency.

5. Explode the segment for the highest profit; add data labels *Outside end*.

6. Display the legend to the right of the graph.

7. Save the workbook as **QUEST7 yourexamnumber.xlsx**

8. Print the graph as a NEW SHEET and use landscape orientation.