

Computing

# Lesson 5: Event Planning

**Data and Information**

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## Task 1 - Event Planning- Entering and organising data

Follow the link to the [spreadsheet](#).

Tab 2 of the spreadsheet contains all of the choices for your event. You can copy the information across . You are not adding **Quantity** or **Subtotal** information in this activity.

Now make your choices and add them to spreadsheet.



## Task 2: Event Planning- Calculating data

In the same spreadsheet you used for Task 1, calculate data for the Quantity and Subtotal columns.

To work out the **Subtotal**- multiply the cost of the item and the quantity.

Use your knowledge of duplicating formulas to help.



## Task 3: Event Planning- Final figures

In the same spreadsheet you used for previous Task , calculate final figures.

To work out the total cost for each spending type, you will need to add all of the subtotals for each. Once all of the cells have been completed, then you will be able to calculate the **Budget left over, Total party cost** and **Party cost per person**. You will need to add formulas into the cells underneath **Overall party costs**.

