

Digital Functional Skills | Level 1 | Charity Events Spreadsheet Task

The file **Charity Events** shows details of the funds raised for charity.

Open the file **Charity Events**

1.

a. Merge and centre the text **Charity Events** across cells **A1:E1**

Format the font to size 18 point. Make the font bold.

(1)

b. Shade cells **A1:E1** red.

(1)

2.

a. Use a function in cell **B10** to calculate the **Total Income** for **2019**

(1)

b. Replicate for all years.

(1)

3.

a. Use a function in cell **B18** to calculate the **Total Costs** for **2019**

(1)

b. Replicate for all years.

(1)

4.

a. Use a formula in cell **B19** to calculate the **Charity Donation** for **2019**

(1)

HINT: The charity donation is the total income minus the total cost.

b. Replicate the formula for all years.

(1)

5.

a. Use a function in cell **B20** to calculate the **Average Charity Donation** for **2019**

(1)

b. Replicate the function for all years.

(1)

6.

Format the currency values to show £ to two decimal places.

(1)

7.

Highlight the year that shows the highest income.

8.

Create a suitable chart to show the charity donation for each year. The chart must:

- be clearly labelled
- have an appropriate title
- show the values for each year
- be saved on a separate worksheet within your spreadsheet

(6)

Save the file **Charity Events**.