



### Document Setup

Startup:	Create a New blank Microsoft Excel workbook.
File Name:	Save the workbook as Activity 19.
Font and Size:	Calibri, 11 pt. (unless otherwise noted)
Header:	Your Name - Activity # - Activity Title
Orientation:	Landscape
Column Width:	Resize columns to fit cell contents (unless otherwise noted).



### Instructions

1. Key the data as shown in Data Worksheet 19.1.
2. Change the year in cell A2 to be current, and format to 16 pt.
3. Select cell A1 and format to 20 pt.
4. Select cells A1 through I1 and merge and center align the text.
5. Select cells A2 through I2 and merge and center align the text.
6. Select cells A4 through B4 and format to bold.
7. Select cell A11 and use the Auto Fill feature to fill the series of data in cells A12 through A22 to fill in the month names February through December.
8. Select cells B5 through B8, C11 through C24, E11 through E24, G11 through G24, and I11 through I24, format to currency with two decimal places, and use the \$ symbol.
9. To calculate the Under 12 Revenue for January, enter the following formula in cell C11, which will multiply the Under 12 Tickets Sold by the Under 12 Admission Price:  $=B11* \$B\$5$
- ★ *Hint: Using an absolute cell reference allows the data in a particular cell to remain the same when the cell is copied using the Auto Fill feature. For instance, when you key in a formula to perform a calculation for January using a specific cell in the worksheet, such as the Admission Price for the Under 12 group, and you want the cost data in that cell to remain unchanged when you Auto Fill through December, you must create an absolute cell reference to that cell by keying a \$ before and after the column letter in the cell address within the formula.*
10. Select cell C11 and use the Auto Fill feature to fill the formula for the remaining months' data in cells C12 through C22.
- ★ *Note: B11 will adjust to B12 and so on, but the absolute cell reference, B5, will not be adjusted for each row.*
11. To calculate the Junior Revenue for January, enter the following formula in cell E11, which will multiply the Junior Tickets Sold by the Junior Admission Price:  $=D11* \$B\$6$
12. Select cell E11 and use the Auto Fill feature to fill the formula for the remaining months' data in cells E12 through E22.
13. To calculate the Adult Revenue for January, enter the following formula in cell G11, which will multiply the Adult Tickets Sold by the Adult Admission Price:  $=F11* \$B\$7$
14. Select cell G11 and use the Auto Fill feature to fill the formula for the remaining months' data in cells G12 through G22.
15. To calculate the Senior Citizen Revenue for January, enter the following formula in cell I11, which will multiply the Senior Citizen Tickets Sold by the Senior Citizen Admission Price:  $=H11* \$B\$8$

# Annual Admissions Ticket Sales Revenue

16. Select cell I11 and use the Auto Fill feature to fill the formula for the remaining months' data in cells I12 through I22.
17. Select cells A24 through I24 and bold.
18. To calculate the totals of tickets sold and revenue, enter the following formula in cell B24: =SUM(B11:B22)
19. Select cell B24 and copy and paste the formula to cells D24, F24, and H24.
20. To calculate the total revenue, enter the following formula in cell C24: =SUM(C11:C22)
21. Select cell C24 and copy and paste the formula to cells E24, G24, and I24.
22. Carefully proofread your work for accuracy. Use Ctrl + ` to display and check formulas.
23. Set the Print Area to include all cells containing data in the spreadsheet.
24. Format the sheet to print with gridlines.
25. Center the spreadsheet horizontally and vertically on the page.
26. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
27. Resave the file.
28. Print a copy of the spreadsheet if required by your instructor.

## Data Worksheet 19.1

	A	B	C	D	E	F	G	H	I	J
1	ANNUAL ADMISSIONS TICKET SALES REVENUE									
2	For the Year 20XX: Excellent Adventures									
3										
4	Age Group	Admission Price								
5	Under 12	15.95								
6	Junior	21.95								
7	Adult	27.95								
8	Senior Citizen	15.95								
9										
10		Under 12 Tickets Sold	Under 12 Revenue	Junior Tickets Sold	Junior Revenue	Adult Tickets Sold	Adult Revenue	Senior Citizen Tickets Sold	Senior Citizen Revenue	
11	January	0		0		0		0		
12		0		0		0		0		
13		0		0		0		0		
14		497		684		596		158		
15		580		738		602		201		
16		841		824		782		361		
17		930		925		901		406		
18		699		600		502		375		
19		583		519		462		283		
20		0		0		0		0		
21		0		0		0		0		
22		0		0		0		0		
23										
24	Totals									

