

## EVALUATION LEVEL 2 ADULTS

### **What were you asked to do?**

#### **Trip Costs**

- Decided on trip destination.
- Internet research for prices of trip – used Google.
- Used an Excel spreadsheet to calculate the final price
- Used formula and the sum function.
- Used absolute reference when working out the discount discount.
- Created a pie chart to show the breakdown of the prices.
- Created a Column chart to compare the cost of the trip.
- Created an Access Database of the travellers' details, who are going with you on the trip.
- Used the Database to Mail Merge (letter or labels)

#### **Report on Trip**

- Internet research on trip destination – used Google.
- Copied and pasted information from the Internet to a word document.
- Inserted images moved and resized and cropped an image.
- Used formatting (bold, italics and underline), font colour.
- Itinerary table.
- Copied and pasted the spreadsheet table and Itinerary into the report.