

# Quo Vadis

Open the file named Quo Vadis Data and save it in your H drive  
The file contains details of expenses incurred by Davina Quo since the start of March 2014.  
You have been asked to analyse Davina's expenses for March to the end of May

## Tasks

1 Copy just the expenses you require to a new worksheet which should be renamed Expenses

2 The following invoices have been omitted from list of expenses. Insert rows into the table to record the missing invoices in date order into the list.

05/03/2014	Hotel bill	£204.00
04/04/2014	Parking fees	£8.20
22/05/2014	Phone bill	£15.00 (record this cost as "Sundries")

3 The expense list should be formatted as follows; all dates should be shown in the format dd/mm/yy, all monetary values should be shown using a currency format to 2 d.p.  
All entries in the table should be in Arial using a font size of 10.  
Column headings should be in bold and italics and centred within the cells.

4 Add an appropriate title to the table. The title should be centred above the table and use a font size of 14 and be underlined.

5 All expenses which cost more than the average expense should be formatted with a green font (use conditional formatting to achieve this)

6 Create a pivot table and chart to analyse the total of the different types of expenses for the period. This should be sited to the right of the table of data on which it is based  
The pivot chart should be a pie chart and be appropriately titled and include a legend

7 Print a copy of the worksheet ensuring that it will be printed on a single sheet of A4 paper and be legible

8 Save your workbook using the name Quo Vadis Answer followed by the date