Carnival Time!!

The local carnival last year was a great success, with about 3000 visitors, meaning the community centre raised a lot of money to fund the projects.

This table shows a summary of the accounts (money taken) for last year:

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Income** | **Costs** | **Profit** |
| Visiting Santa | £146.00 | £100.00 |  |
| Tombola | £57.25 | £12.00 |  |
| Photographer | £186.00 | £115.00 |  |
| Market Stalls | £200.00 | £0.00 |  |
| Mulled Wine | £44.00 | £24.50 |  |
| Face painting | £69.00 | £38.10 |  |
| Carousel Rides | £108.00 | £35.00 |  |
| Christmas Crafts | £64.50 | £42.54 |  |
| Car parking fees | £110.00 | £20.00 |  |
| Miniature railway | £144.00 | £65.00 |  |

**Activity 1: Spreadsheet Analysis**

1. Create the above table in a spreadsheet using Microsoft Excel and enter a title at the top.
2. Complete the table by entering the missing data.
3. Format all values as currency.
4. Add a row to the table to show the Totals and fill in the missing numbers.
5. Format this information and give the top row of headings a bold font and a bolder box border.

Create a new folder and then save the spreadsheet file in this.

**Activity 2: Produce a Sponsorship Form**

One activity that has been organised in previous years is a sponsored Santa Fun Run. All money raised is given to a local charity, Nelson Children in Need.

Produce a form that can be used by the runners to record sponsorship.

The design must include:

* The following text at the top of the page:

*\_\_\_\_\_\_\_\_\_\_\_ is doing a sponsored Santa Fun Run for Nelson Children in Need, at the Christmas Carnival. Please will you sponsor me and help local children?*

* Columns titled: Name, Address, Sponsorship Amount per kilometre (km), Total amount sponsored
* Rows for the information to be written
* A space for the total amount of sponsorship

Save the sponsorship form in an appropriate folder.

**Activity 3: Produce a Poster or Leaflet**

Produce a poster/leaflet designed to promote this year’s Nelson Christmas Carnival, due to take place in November.

The actual poster/leaflet will be printed on large sheets of paper, but you can create your design on one side of an A4 size page.

You can include what you like in the poster/leaflet (images, text and information), but make sure that it includes:

* A relevant title - you could make a logo for the carnival so that it looks more attractive. Do this by drawing an image, combining text with an image, or Word Art
* The date and time of the carnival - the carnival will be held from 11:00 am on the first Saturday in November 2020.
* Enough information to show what activities will be there
* Images or photographs of the activities that will be there. You could find images by searching the internet.

Save the poster/leaflet in an appropriate folder and a copy will be printed onto A4 later.