

Independent work III. (MS Excel)

1. The wedding data contains the names of the people invited, who invited them (i.e., bride or groom), whether they have responded that they are coming or not (Y or N), and how many people are coming (broken down by

1	Guest	Invited By	Relation	RSVP	Adults	Kids
2	Steve Zank	Groom	Colleague	Y	2	2
3	Winkie Clark	Bride	Friend	Y	2	0
4	William Shelton	Bride	Colleague	N	0	0
5	Wanda Long	Bride	Colleague	N	0	0
6	Virginia Billingsley	Bride	Colleague	N	0	0
7	Richard McCullough	Groom	Family	N	0	0
8	Robert McCullough	Groom	Family	N	0	0
9	William McCullough	Groom	Family	N	0	0
10	Tricia Lynn	Bride	Family	Y	1	0
11	Tony Neerey	Groom	Colleague	Y	2	0
12	Thomas Neiderman	Groom	Colleague	N	0	0
13	Susie Jones	Bride	Colleague	N	0	0
14	Susan Tompkins	Groom	Colleague	Y	2	0
15	Richard Albright	Groom	Family	Y	4	0
16	Steve Kellermeyer	Groom	Friend	Y	2	2
17	Steve Hoadley	Groom	Friend	N	0	0
18	Steve Helton	Bride	Family	Y	1	0
19	Stephen Bowen	Bride	Colleague	N	0	0
20	Stan Kimmett	Groom	Friend	N	0	0
21	Shirley Irwin	Bride	Colleague	Y	2	0
22	Shelley Lyons	Bride	Friend	Y	2	0
23	Shaun Elliot	Bride	Colleague	Y	1	0
24	Ronald Maclean	Bride	Colleague	N	0	0
25	Ron Allen	Groom	Friend	Y	2	0
26	Robert Martin	Bride	Colleague	N	0	0
27	Richard Greene	Bride	Colleague	N	0	0
28	Richard Glen	Groom	Friend	N	0	0
29	Rev. & Mrs. Cook	Bride	Friend	N	0	0
30	Rene Tabor	Bride	Friend	N	0	0
31	Margaret Becky	Groom	Family	Y	1	0
32	Patrick Timms	Groom	Colleague	Y	2	0
33	Otis Vator	Groom	Colleague	N	0	0
34	Ronald Breeder	Groom	Family	Y	2	2
35	John Tompkins	Groom	Family	Y	2	0
36	Robert Gollen	Bride	Family	Y	2	0
37	Miss Linn	Bride	Friend	N	0	0
38	Mike Reeder	Groom	Colleague	Y	1	0
39	Mike Tripp	Groom	Colleague	N	0	0
40	Mary Lee Rumsage	Bride	Colleague	N	0	0

adults and children):

As the wedding coordinator, you must provide the bride and groom with a number as to how many people are coming to the wedding. Create a description in Word that contains the following information

2. Total number of guests who will be attending, broken down by adults and children.
3. A total amount for the cost of the reception (\$17.50 per adult, children only cost 67% of this amount). Don't forget to add on the 8.25% tax.
4. Sort this guest list first by who invited them (i.e., bride or groom). Then sort by the relation of the guest to the bride or groom.
5. In your document, import two charts. One offers the number of guests who will be attending by who invited them (i.e., bride or groom). The second provides the breakdown of the number of adults and children who

will be attending.

Sources

1. <http://web.utk.edu/~dhouston/excel/exercise.html>
2. <https://www.wiseowl.co.uk/excel/exercises>

Course

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