1. Open a new Excel spreadsheet
2. Save this as **Springdale Sports Centre** in your ICT folder
3. Type **Springdale Sports Centre** in A1, Centre the main heading over cells A1 – D1 by highlighting the cells and then clicking ‘merge and centre’
4. Type in the following text



1. Make the heading bold, and font size 16
2. Courts 1,2 and 3 centre the font and make size 12
3. Daily costs and Daily income centre and size 12
4. Highlight B1 to D13 and right click the mouse.
5. Select Format Cells, Choose Number and currency and 0 decimal places
6. Using a suitable formula put the total costs into cell B6 (=B4+B5), copy that formula to C6 and D6
7. Do the same to fill B11, then copy it to C11 and D11
8. Now calculate the profit in B13, C13 and D13 (=B11-B6)
9. Insert a header with your name and date
10. Save, print and close