

You are the manager of a company called **PC COURSES**, which offers computer courses.

Company data:

PC Courses

Hardware street 123

110 00 Praha 1

mail: info@pccourses.com

web: www.pccourses.com

You have these 3 courses on offer:

Name of the course	Hourly allowance
Spreadsheet.....	15
3D modeling and printing.....	20
Drones and their control	15

Your tasks:

1. IN A SPREADSHEET, PREPARE A BUDGET FOR THESE 3 COURSES.

Here are all the costs:

- Classroom rental
 - Spreadsheet 15 €/hour
 - 3D modeling and printing 20 €/hour
 - Drones and their control 10 €/hour
- Course lecturer
 - Spreadsheet 12 €/hour
 - 3D modelling and printing 15 €/hour
 - Drones and their control 20 €/hour
- Materials for individual courses
 - workbook 10 €/person
- Refreshment 15 € /person
- Margin (Profit) 15 % of the total cost

1. Budget

Rename a blank worksheet in the spreadsheet program to Budget.

Create a clear table on this sheet, including a title, border, cell shading, and different text orientations. Insert all costs associated with the course into the table. In the resulting table, the price of the course per participant will automatically change depending on the number of registered persons.

Use absolute cell references for calculations.

Find out and write in whole sentence under the table, at what number of participants we will get below 80 euros / person – that is, when the course will be profitable, and find it out for all courses.

1. Charts

Create a new worksheet and name it Charts.

Overwrite the following informations on it:

	2019	2020	2021
Spreadsheet	15	10	8
3D modeling and printing	10	15	12
Drones and their control	8	10	12

Create a clear charts from these data (there will be 3 graphs as a result):

- a) Bar chart
 - clear display of the number of courses in individual years
- b) Pie chart
 - clear display of the total number of individual courses
 - insert a new column Total Number into the table and use the appropriate function to calculate the total numbers of individual courses for these 3 years. Then use this data to create a chart.
- c) Combined chart
 - clear display of the number of courses in individual years and the average number of courses in individual years
 - insert a new row Average Number into the table and use the appropriate function to calculate the average numbers of courses in each year. Then use this data to create a chart.

To keep your charts organized, use appropriate headings, data labels, axis titles, a data table, a legend, insert an image, and so on.

1. IN THE PRESENTATION PROGRAM, PREPARE A MOTIVATIONAL PRESENTATION ABOUT THE COURSES

The resulting presentation must include:

- at least 5 images
- title slide
- a slide with informations about the company
- sllides with informations about courses
- footer (numbering, company name)
- in the template of the slides (Office) or in the theme of the slides (Google) insert the company logo right and up
- use SmartArt diagram (Office) or Diagram (Google)
- use object animations and slide transitions to highlight your presentation