

MPA Computer Proficiency Exam
Exam #5

The Excel file labeled WEDDING contains a guest list for an upcoming wedding. The file 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 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 memo in Word that contains the following information.

- *Total number of guests who will be attending, broken down by adults and children.

- *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.

- *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.

- *In your memo, 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.

Save your file with the name XXXwed.xls (where XXX are your initials).

	A	B	C	D	E	F
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 Kellermeier	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 Kimmitt	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 Rumage	Bride	Colleague	N	0	0
41	Mary Daly	Bride	Friend	Y	1	0
42	Martha Best	Groom	Friend	Y	2	0
43	Marita Douglas	Bride	Friend	Y	2	3
44	Marge Puryear	Bride	Friend	N	0	0
45	Malcom Dowl	Groom	Colleague	N	0	0
46	Lynn Hampton	Bride	Friend	N	0	0
47	Lucy Pulliam	Bride	Colleague	N	0	0
48	Donald Ely	Bride	Friend	Y	2	1
49	Liz McCoy	Bride	Friend	Y	2	0
50	Lisa VanZandt	Groom	Friend	N	0	0
51	Linda Dink	Groom	Colleague	Y	2	0
52	Linda Bowman	Bride	Colleague	N	0	0
53	Lillian Richards	Groom	Colleague	Y	2	0
54	Laurie Hall	Bride	Colleague	Y	2	0
55	Kevin Lynn	Bride	Family	N	0	0
56	Ken Elkington	Groom	Friend	Y	2	0
57	Kelly Baker	Groom	Friend	N	0	0
58	Kathy McCammon	Bride	Friend	Y	2	0
59	Kathy Arrington	Bride	Friend	N	0	0
60	Kathy Tompkins	Groom	Family	Y	2	0
61	Kathleen Lynn	Bride	Family	Y	1	0
62	Karla Matteson	Bride	Colleague	N	0	0
63	Julian Helton	Bride	Family	Y	1	0
64	John Schwab	Groom	Colleague	Y	2	0
65	John Altman	Groom	Friend	N	0	0
66	John Tompkins	Groom	Family	Y	1	0
67	Julie Anders	Groom	Colleague	Y	1	0
68	Joseph Tompkins	Groom	Family	N	0	0
69	Jo Mai Kelleher	Bride	Family	N	0	0

	A	B	C	D	E	F
70	Jim & Pat Heatherly	Bride	Friend	N	0	0
71	Jill Sackman	Bride	Friend	N	0	0
72	Jill Blankenship	Bride	Colleague	N	0	0
73	Jerome Norton	Bride	Colleague	N	0	0
74	Jennie Jenkins	Bride	Friend	Y	2	0
75	Jeff Bennett	Groom	Colleague	Y	2	0
76	Jayne Morris	Bride	Colleague	Y	1	0
77	Janet Haag	Bride	Friend	Y	2	0
78	Ilse Anderson	Bride	Colleague	Y	2	0
79	Hal Rider	Groom	Colleague	Y	2	0
80	Greg Bishop	Bride	Friend	Y	2	0
81	Grant Neiderman	Groom	Friend	N	0	0
82	Gil Alexander	Groom	Colleague	N	0	0
83	Geraldine Swartz	Bride	Colleague	N	0	0
84	Gene Frye	Bride	Colleague	Y	2	0
85	Fred & Diane Martin	Groom	Friend	N	0	0
86	Frank Ralston	Bride	Colleague	N	0	0
87	Esther Cronin	Bride	Family	N	0	0
88	Elizabeth Ann Rose	Bride	Colleague	N	0	0
89	Eileen DiBalsamo	Bride	Family	N	0	0
90	Earlene Hopkins	Bride	Friend	N	0	0
91	Donald Stephens	Groom	Friend	Y	2	0
92	Dr. Lozzio	Bride	Colleague	Y	1	0
93	Dr. Floyd	Bride	Friend	N	0	0
94	Dorothy Wetzel	Bride	Friend	N	0	0
95	Doris Williams	Bride	Colleague	Y	1	0
96	Doris Keeling	Bride	Friend	Y	1	0
97	Donna Hartman	Bride	Colleague	N	0	0
98	Don Vaughan	Groom	Friend	N	0	0
99	Diana White	Bride	Colleague	N	0	0
100	Dennis Tompkins	Groom	Family	N	0	0
101	Deborah Rice	Groom	Colleague	Y	2	0
102	David Wells	Groom	Colleague	Y	1	0
103	David Roebuck	Groom	Friend	N	0	0
104	David Folz	Groom	Colleague	Y	2	0
105	Daphne Saunders	Bride	Colleague	N	0	0
106	Connie Morgan	Bride	Friend	N	0	0
107	Claudia Wilson	Bride	Colleague	N	0	0
108	Christi Austin	Bride	Colleague	Y	1	0
109	Chris & Tony	Bride	Family	Y	2	0
110	Charles Goan	Bride	Colleague	N	0	0
111	Carolyn White	Bride	Colleague	N	0	0
112	Brian Smithers	Groom	Friend	Y	2	0
113	Robert Gore	Groom	Colleague	N	0	0
114	Robert Manning	Groom	Colleague	Y	1	0
115	Robert Stein	Groom	Colleague	Y	2	0
116	William Leeds	Groom	Colleague	N	0	0
117	Bev Brown	Bride	Friend	Y	2	0
118	Betty Weaver	Groom	Friend	Y	2	0
119	Betty Cummins	Bride	Friend	Y	1	0
120	Pauline Helton	Bride	Family	N	0	0
121	Nuala Golic	Bride	Family	Y	2	0
122	Mary Tompkins	Groom	Family	N	0	0
123	Margaret Sullivan	Bride	Family	N	0	0
124	Jane Mowery	Groom	Family	N	0	0
125	Ellen Kiely	Groom	Family	N	0	0
126	Alexandra Smyth	Groom	Colleague	Y	2	0
127	Al Miller	Bride	Friend	N	0	0

