

Purpose

The purpose of the spreadsheet is to manage London city FC information about the club's season-ticket holders, summary of information and season ticket type details.

User requirements

- Create 3 worksheets
- Create a menu

Worksheet 1 – ticket holders:

- The names, addresses and contact details of each ticket applicant
- The type of ticket they hold – at least three types: adult, child and concession (e.g. student, OAP)
- Date of application for the ticket
- Requested seating area
- The price of the ticket
- A column indicating whether the application was successful or not, with a unique ticket code
- Allocated seating area
- The expiry date of the ticket.

Worksheet 2 – summary of information:

This should hold a summary of the totals of the season-ticket applications and ticket allocations.

A series of calculations will be needed, as well as conversion of some data to charts, in order to generate management information.

Worksheet 3: Season-ticket type details

This worksheet stores the background information about each season-ticket type including at least:

- Ticket type
- The price of the ticket
- Any relevant further details, e.g. restrictions, age limits
- The numbers of seats available in each seating area.

➤ All the three worksheets will be connected with a main menu.