

In student's electronic file, please check for the following items:  
 1. Merge the first 4 cells in the last row and insert text  
 2. Create formulas in and format Total column

**MEMO TO:** Janet Neal, Finance Director  
 Leah Kim, Parks and Recreation Director

**FROM:** Amado Pettinelli, Outdoor Recreation Supervisor

**DATE:** April 13, 2012

**SUBJECT:** Nature Cruise Ticket Sales for April 6-8, 2012

Here is the Nature Cruise ticket sales report for last weekend. Please note the weather was exceptionally warm and many people enjoyed scenic views on board *The Marcy M.*

Ticket Type	Ticket Price (Each)	Friday, 4/6 Quantity	Saturday, 4/7 Quantity	Sunday, 4/8 Quantity	Total
Adult (15+)	\$15.00	18	22	21	\$ 915.00
Child (4-14)	7.00	9	12	12	231.00
Vehicle	8.00	9	11	10	240.00
<b>Order Total</b>					<b>\$1,386.00</b>

Merge the first 4 cells in the last row and insert text

Insert numbers into cells and update totals

Create formulas in and format the Total column

If you have any questions, please call me at x5-1417.

AP

Add file name to footer

Lastname\_Firstname\_w05\_Nature\_Memo