

# Tour Spreadsheet:

1. Column E needs to be **currency**
2. Use **SUM functions** to calculate totals for Column D and Column E
3. Add **borders**
4. Format headings in **bold**
5. Add a show on 15/4 at Beccles Public Hall (capacity 200, cost £100) - right click on the 11 on the left > insert to add a row