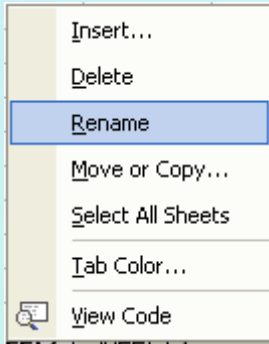


# Creating a Seating Plan for the Hall using Excel

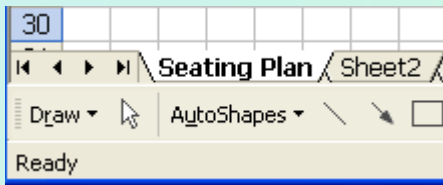
Teaching Unit 9.3.3

Front-of-house Ticketing System

# Changing the Sheet Name

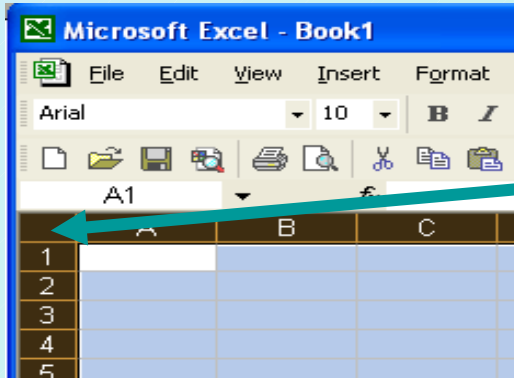


Select Rename with the right hand mouse button

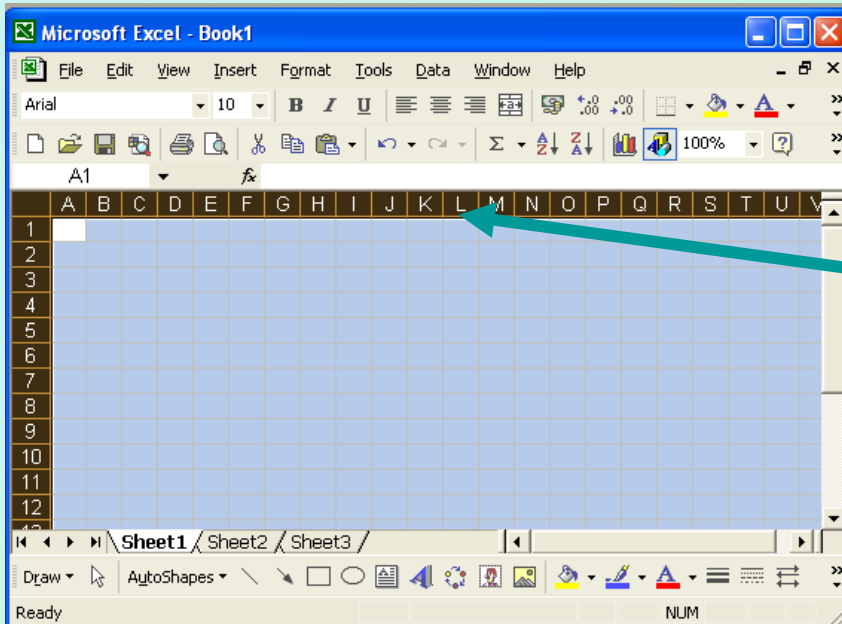


Type in a new name

# Changing Column Width

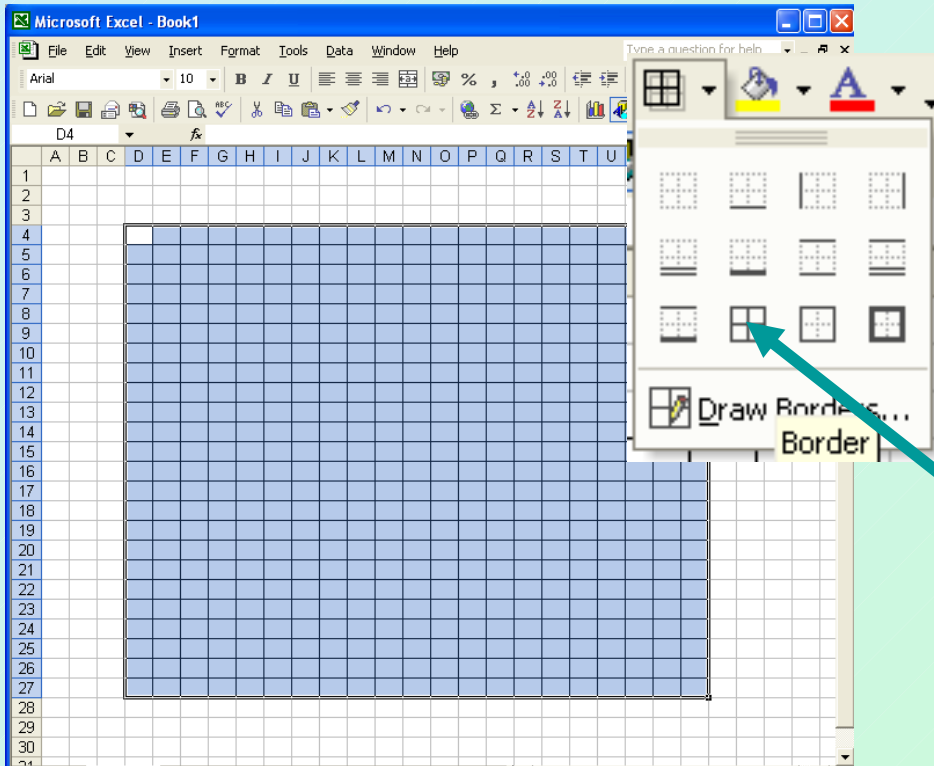


Select all



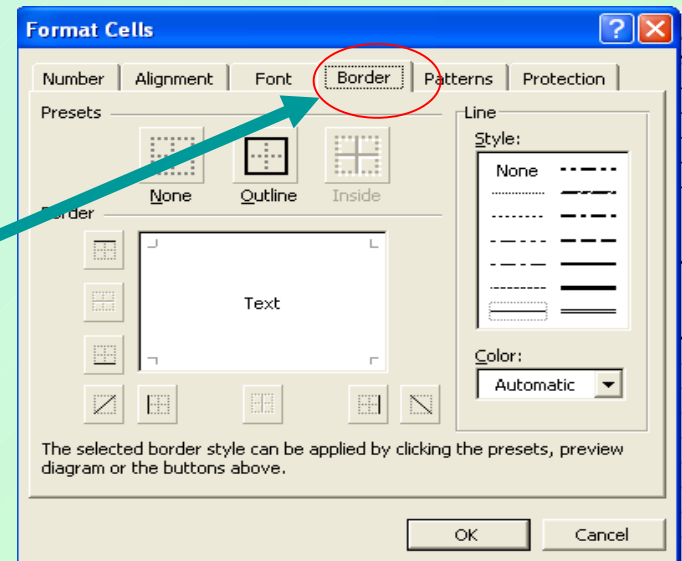
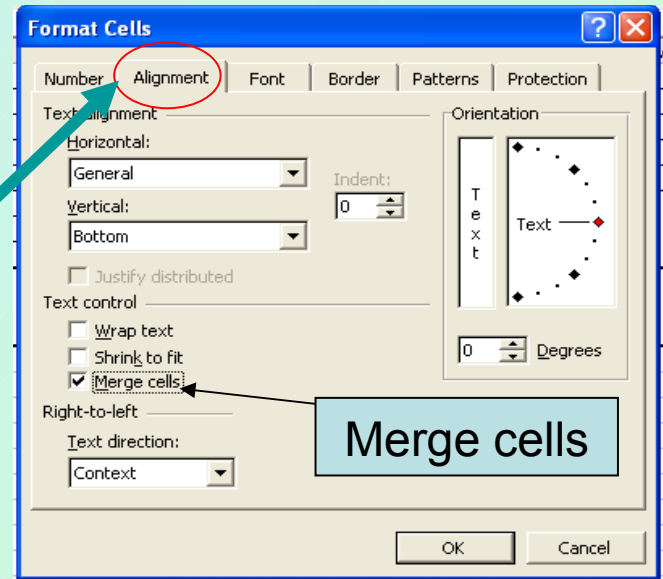
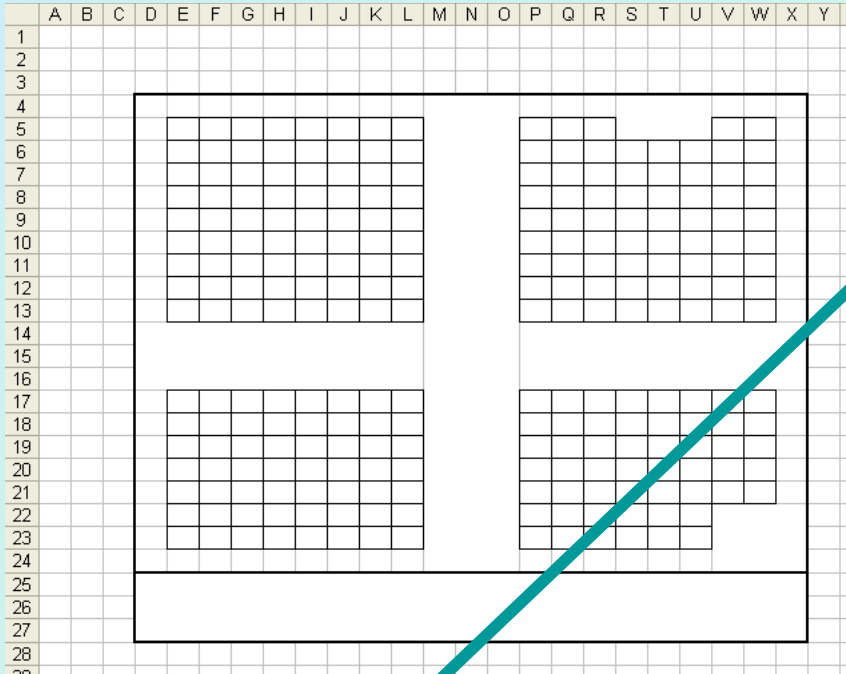
Adjust column width using the  $\leftrightarrow$  symbol

# Adding a Grid to the Appropriate Area



Select border  
icon

# Using Merge Cells & Border Tool



Selecting Format / Cells you can use

(1) Alignment - the merge cell facility

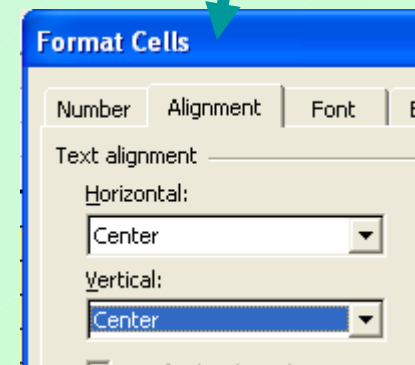
(2) the bordering menu

# Adding Labels and Colour

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1																									
2																									
3				A	B	C	D	E	F	G	H			I	J	K	L	M	N	O	P				
4		1																							
5		2																							
6		3																							
7		4																							
8		5																							
9		6																							
10		7																							
11		8																							
12		9																							
13		10																							
14																									
15	ENTRANCE																								
16																									
17		11																							
18		12																							
19		13																							
20		14																							
21		15																							
22		16																							
23		17																							
24																									
25																									
26																									
27																									
28																									
29																									



- Use lighter colours to allow any text to stand out
- Use Format / Cells to centre text



Add a seat numbering code

# Another Handy Help from Mr T



*Work hard and you'll be surprised at what you can achieve*