



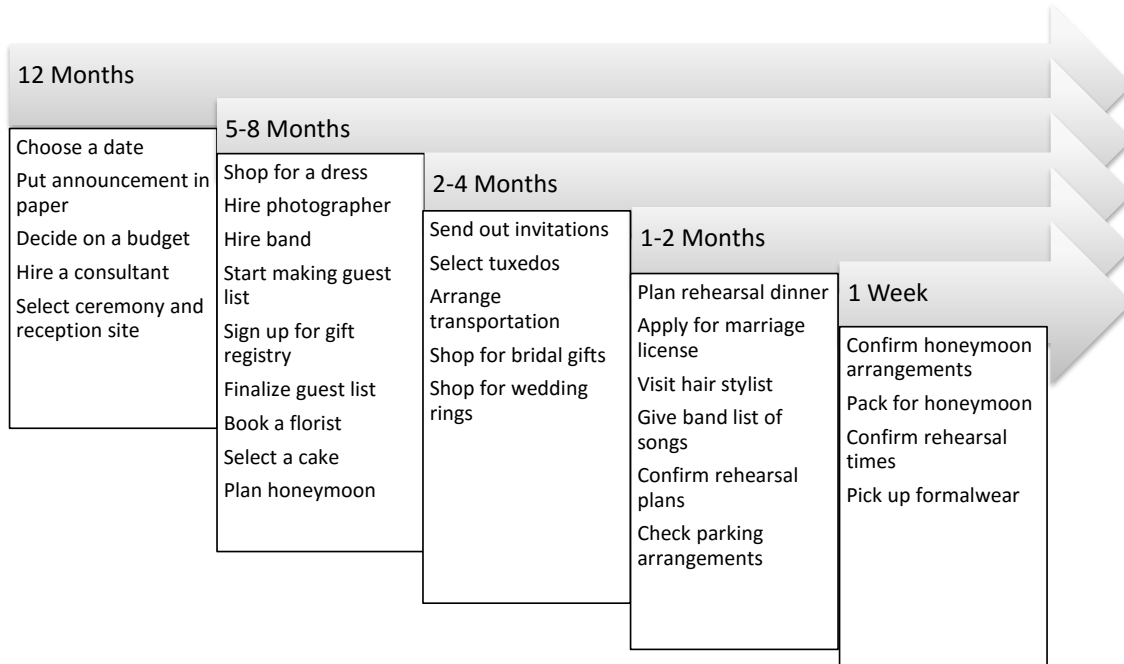
Wedding Budget Worksheet

Item	Average Cost	Your Cost
Coordinator	\$ 750	\$
Invitations	\$ 500	\$
Rehearsal Dinner	\$ 1,200	\$
Ceremony	\$ 1,500	\$
Flowers	\$ 3,350	\$
Reception	\$ 3,750	\$
Catering	\$ 2,125	\$
Wedding Cake	\$ 900	\$
Decorations	\$ 1,250	\$
Photography	\$ 1,750	\$
Entertainment	\$ 800	\$
Honeymoon	\$ 3,750	\$
Total	\$ 21,625	\$

Painted Paradise

Event Planning & Catering

Wedding Timeline

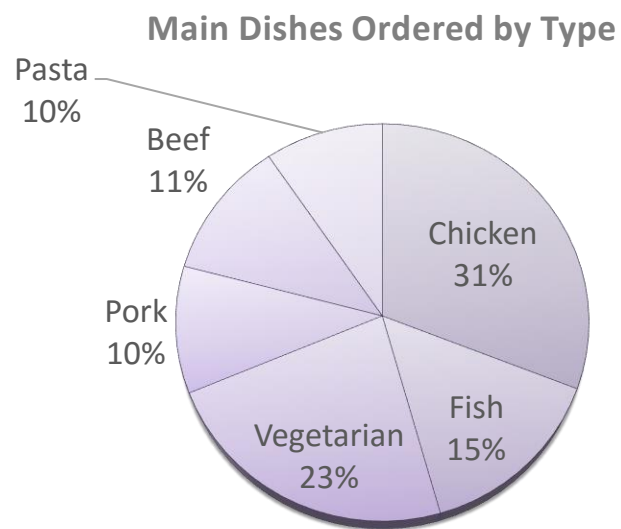


Create Date	By Whom	Description	Workbook Name
mm/dd/yyyy	Firstname Lastname		i01ch01WeddingCost.xlsx
Mod. Date	By Whom	Mod. Description	Last Version Backup Name
7/31/2018	Firstname Lastname	Changed the Average Cost of the Coordinator to 750	
		Changed the Average Cost of the Ceremony to 1500	
		Changed heading from 1 Month to 1-2 Months	

Create Date	Sheet Name	Creator	Purpose
	Budget		
	Timeline		

Indigo5 Restaurant
Menu Analysis of Main Dishes
October 2017 to September 2018

Main Dish	# Ordered
Chicken	18,935
Fish	9,000
Vegetarian	14,164
Pork	6,330
Beef	6,975
Pasta	5,850





Create Date	By Whom	Description
mm/dd/yyyy	Firstname Lastname	
Mod. Date	By Whom	Mod. Description
7/31/2018	Firstname Lastname	Changed chart type to 3-D Pie
		Added chart title
		Changed number of Fish dishes in cell D7 to 9000

Create Date	Sheet Name	Creator
	Menu	

Workbook Name
i01ch01IndigoData.xlsx
Last Version Backup Name

Purpose



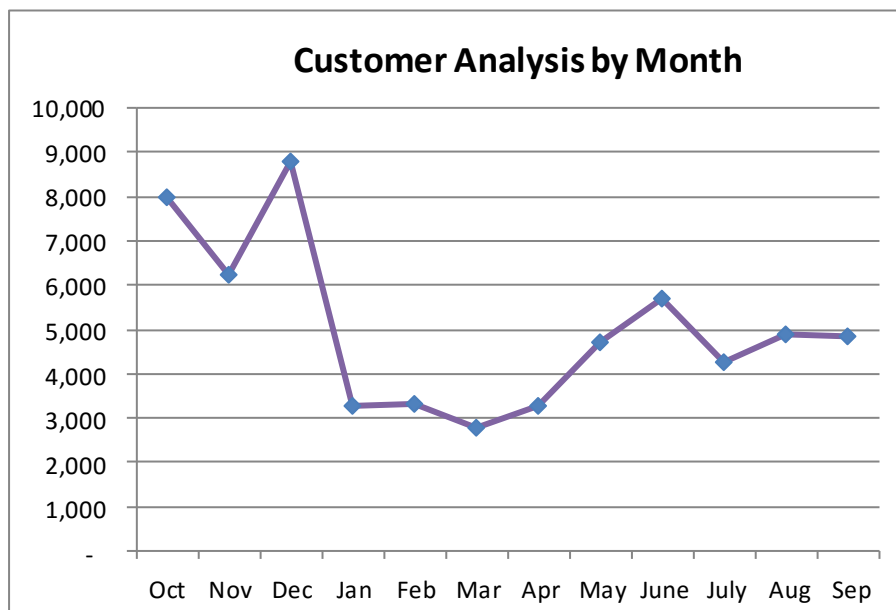
Memo

To: William Mattingly, CEO, Painted Paradise Golf Resort & Spa
From: Alberto Dimas, Restaurant Manager
Date: 10/16/2018
Re: Customer Analysis Report

During the past year, the number of guests at the Indigo5 Restaurant has continued to increase each month. Since the holiday season always shows a growth in numbers, we will add new items to our menu. We will offer them as a seasonal selection. Based on the feedback we receive, we will decide whether or not to make the selections a permanent part of our menu.

The decision to add these items was based on marketing analysis and feedback from our guests. We will add three more chicken selections and two more vegetarian dishes. We will also add one entrée each for fish, pork, beef, and pasta.

Our staff will continue to monitor the results of these menu changes in order to increase our restaurant revenues during the first months of the year. As you can see from the chart below, business normally drops during the first few months of the year, and we hope to reverse this trend.



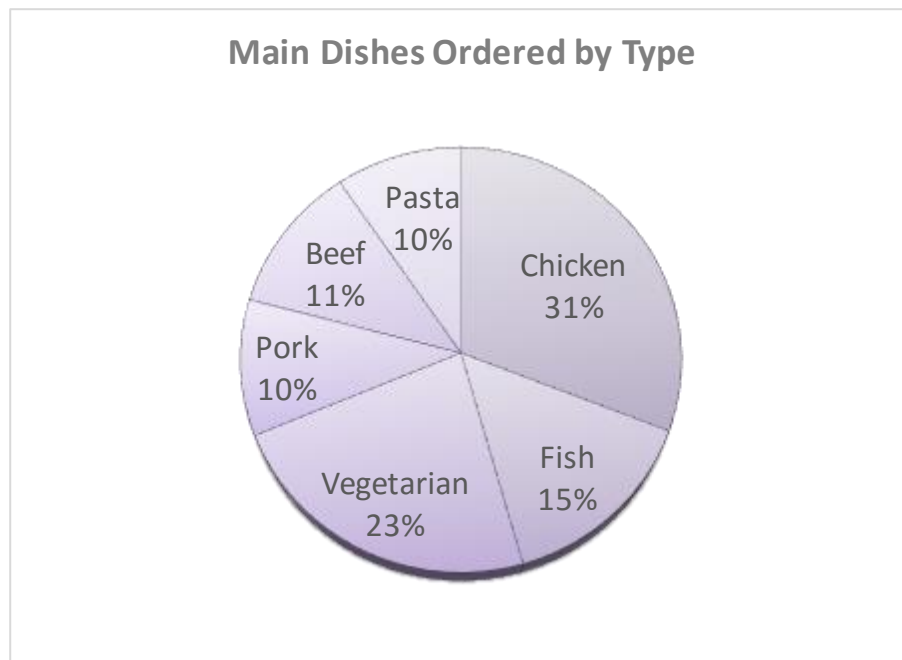


Memo

To: Indigo5 Staff
From: Alberto Dimas, Restaurant Manager
Date: 10/16/2018
Re: New menu items

As we move into the holiday season, we will add some new items to our menu. We will offer them as a seasonal selection. Based on the feedback we receive, we will decide whether or not to make the selections a permanent part of our menu.

The decision to add these items was based on marketing analysis and feedback from our customers. As you can see from the chart below, our largest demand is for chicken and vegetarian dishes.



We will add three more chicken selections and two more vegetarian dishes. We will also add one entrée each for fish, pork, beef, and pasta. Plan on seeing the menu changes starting in the beginning of November, when the number of customers we serve tends to be the highest.

Indigo5 Restaurant

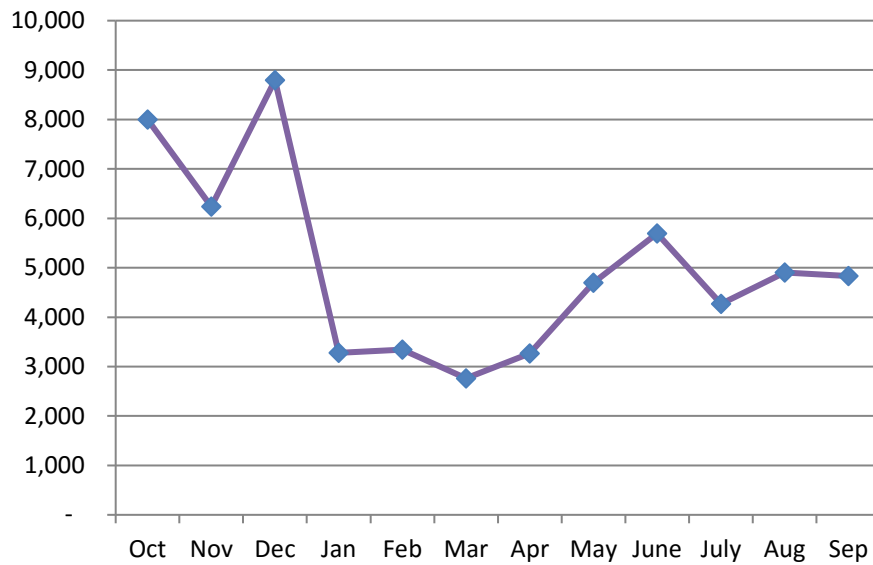
Customer Analysis Report

October 2017 to September 2018

Customers

Oct	8,000
Nov	6,236
Dec	8,796
Jan	3,278
Feb	3,342
Mar	2,763
Apr	3,268
May	4,698
June	5,692
July	4,268
Aug	4,903
Sep	4,832

Customer Analysis by Month



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Create Date	By Whom	Description	Workbook Name
mm/dd/yyyy	Firstname Lastname		i01ch01IndigoReport.xlsx
Mod. Date	By Whom	Mod. Description	Last Version Backup Name
7/31/2018	Firstname Lastname	Changed chart type to Line with Markers	
		Revised chart title	
		Changed Oct Customers in cell B6 to 8000	

Create Date	Sheet Name	Creator	Purpose
	Customers		



New Items Preview

Sunday 2 to 4 pm

Logo Items	Retail Price
Keychain	\$3.50
Kitchen towel	\$3.49
Bowl, small	\$5.99
Bowl, medium	\$7.99
Bowl, large	\$9.99
Tray	\$9.99
Change purse	\$4.99
Photo album	\$9.99
Tote bag	\$12.99

Painted Paradise
Painted Treasures Gift Shop

Logo Items	Wholesale Price	Retail Price
Keychain	\$0.75	\$3.50
Kitchen towel	\$0.54	\$3.49
Bowl, small	\$0.92	\$5.99
Bowl, medium	\$1.34	\$7.99
Bowl, large	\$1.56	\$9.99
Tray	\$1.45	\$9.99
Change purse	\$0.87	\$4.99
Photo album	\$1.38	\$9.99
Tote bag	\$1.87	\$12.99



Create Date	By Whom	Description	Workbook Name
mm/dd/yyyy	Firstname Lastname		i01ch01ItemsList.xlsx
Mod. Date	By Whom	Mod. Description	Last Version Backup Name

Create Date	Sheet Name	Creator	Purpose
	New Items		

Photography for You

13 Prospect Street
Indianapolis, IN 46202
555-255-3658

November 4, 2018

Dear Julie:

Thank you for your inquiry regarding photography services for your wedding. Based on the information you provided over the phone, I have compiled the following quote. The quote will remain in effect for up to 45 days. After that time, I would have to reevaluate my schedule and send you a new quote.

Date of event	5/15/2018
Customer name	Julie Martin
Job description	Wedding
Location	Brownsburg, IN
Number of hours	6-7 hours
Travel time (if required)	None
Any special requests	All outside if possible
Cost	\$1,750.00

If you have any questions at all, please feel free to contact me.

Best Regards,

Philip Powell

Photography for You

Quote Sheet

Date of event	5/15/2018
Customer name	Julie Martin
Job description	Wedding
Location	Brownsburg, IN
Number of hours	6-7 hours
Travel time (if required)	None
Any special requests	All outside if possible
Cost	\$1,750.00

Paradise Run Budget Plan

	5K	10K
Maximum Participants	300	200
Entry Fee	\$ 25	\$ 30

Income

Potential Entry Fees	\$ 7,500	\$ 6,000
Total Income	\$ 13,500	

Expenses

Promotion	\$ 500
Banners/signage	\$ 300
Insurance	\$ 750
Port-a-Potty Rental	\$ 375
T-shirts	\$ 4,000
Entertainment	\$ 450
Prize money	\$ 2,250
Food & Drinks	\$ 3,000
Total Expenses	\$ 11,625

Registration	5k	10k
Before October 1	\$25	\$30
Day of Race	\$35	\$45





Create Date	By Whom	Description	Workbook Name
mm/dd/yyyy	Firstname Lastname		i01ch01RaceBudget
Mod. Date	By Whom	Mod. Description	Last Version Backup Name
9/11/2018	Firstname Lastname	Inserted linked table in cell D3	
		Inserted embedded SmartArt graphic in cell E12	
		Changed order of text in SmartArt graphic	
		Changed orientation to Landscape and to fit 1 page	

Create Date	Sheet Name	Creator	Purpose
	Budget		

Painted Treasures Gift Shop

First Quarter Revenue Analysis

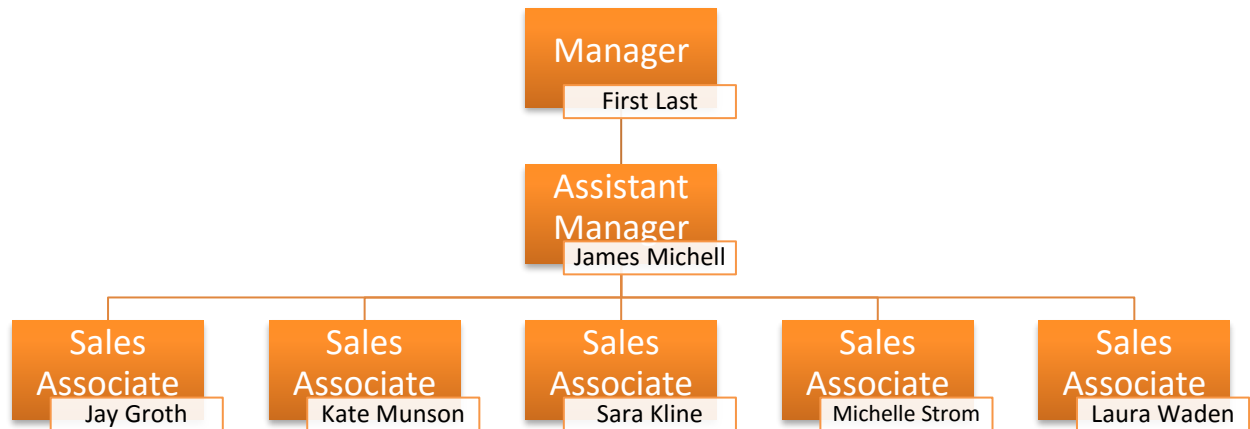
	Revenue
Local Items	
Jewelry by Anna Kachina	\$ 3,912
Painted Paradise Linens (including spa robes)	\$ 3,534
Total Local Items	\$ 7,446
Indigo5 Items	
Indigo5 house dressing	\$ 1,798
Indigo5 salsa	\$ 2,373
Indigo5 other specialties	\$ 2,789
Total Indigo5 Items	\$ 6,960
Spa Products	
New Mexico Mud Mask	\$ 1,322
Turquoise Oasis Exfoliating Sponge	\$ 1,422
Turquoise Oasis Moisturizing Cream	\$ 1,992
Geranium Rose Bath Salts	\$ 1,523
Cilantro Foot Bath Salts	\$ 1,259
Avocado Foot Care Cream	\$ 1,120
Total Spa Products	\$ 8,638
Other Items	
Toiletries	\$ 3,320
Clothing	\$ 4,152
Snacks and Drinks	\$ 1,965
Children's Gifts	\$ 3,420
Total Other Items	\$ 12,857
Grand Total	\$ 35,901



Painted Treasures Gift Shop

First Quarter Staff Analysis

	Number	Payroll
Manager	1	\$ 9,875
Assistant Manager	1	\$ 8,500
Part-time - college	3	\$ 6,480
Part-time - non college	2	\$ 4,800
Total		\$ 29,655





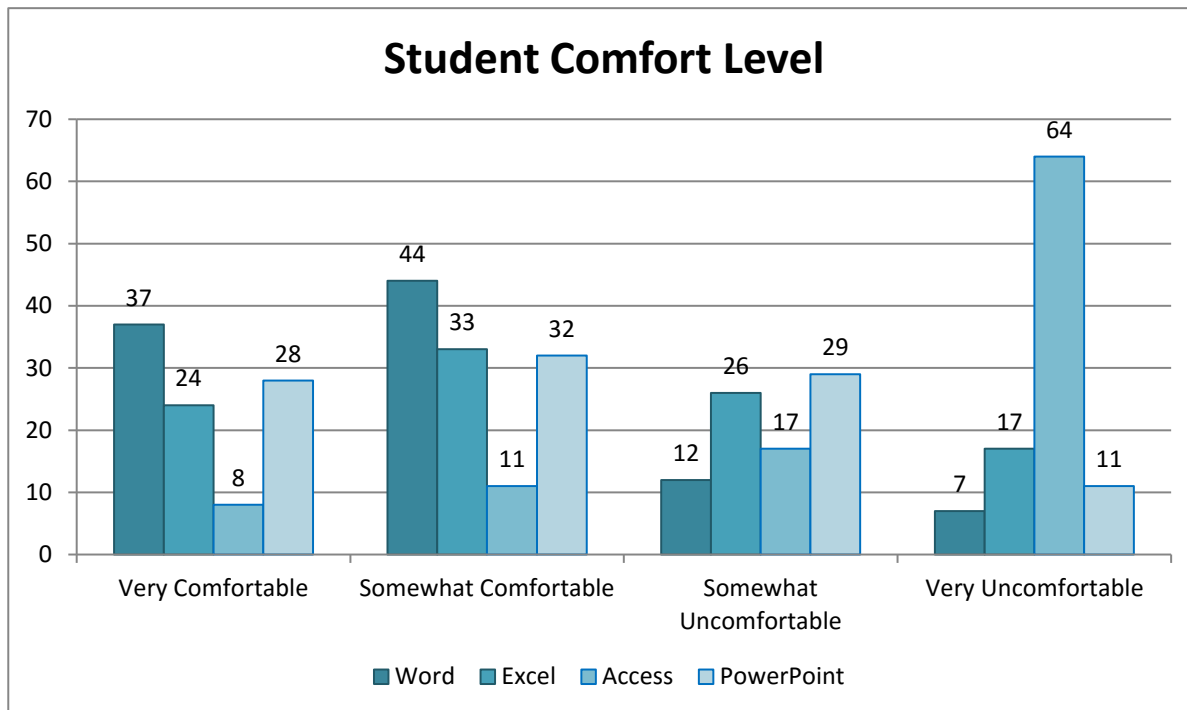
Create Date	By Whom	Description	Workbook Name
mm/dd/yyyy	Firstname Lastname		i01ch01ShopAnalysis.xlsx
Mod. Date	By Whom	Mod. Description	Last Version Backup Name

Create Date	Sheet Name	Creator	Purpose
	Revenue		
	Staffing		

Survey Results

Based on 100 Student Responses

	Word	Excel	Access	PowerPoint
Very Comfortable	37	24	8	28
Somewhat Comfortable	44	33	11	32
Somewhat Uncomfortable	12	26	17	29
Very Uncomfortable	7	17	64	11



Student Comfort with Office Applications

Create Date	By Whom	Description	Workbook Name
mm/dd/yyyy	Firstname Lastname		i01ch01SurveyData.xlsx
Mod. Date	By Whom	Mod. Description	Last Version Backup Name

Create Date	Sheet Name	Creator	Purpose
	Survey		