

# Projects

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A digging company, *Mountain Digging*, maintains a spreadsheet with a list of their projects, employees and instruments.

During this study you are the person responsible for maintaining this spreadsheet. This means you should edit the spreadsheet to fully complete the tasks.

*Mountain Digging* has just got some new projects.

## **Task 1:**

**Add the new projects to the spreadsheet. The new projects are on the next pages. Do not change the old projects during this task!!**

*Ensure that no information is left out of the spreadsheet! For data in the forms that doesn't have a corresponding spreadsheet column, you should add a new column and insert the data.*

The last person who edited the spreadsheet added a few errors.

**Task 2:** *Fix these errors in the spreadsheet:*

- The employee's name Richy is wrong. The correct one is **Ricky**;
- Instrument 2 has **8 wheels**, not 5;
- Tim is using **instrument 2** in project 1, not instrument 1.

**Task 3:** *The employee Mark has left the company. Jone is taking his place on his projects. Delete Mark from the spreadsheet and update it so Jone works on Mark's projects.*

## New Project Information 1

Project nr: \_\_\_\_\_ Manager: \_\_\_\_\_

Location: \_\_\_\_\_ Delivery date: \_\_\_\_\_

Starting date: \_\_\_\_\_ Budget: \_\_\_\_\_

Institute name: \_\_\_\_\_

Employee name: \_\_\_\_\_ Age: \_\_\_\_\_

Nationality: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Instrument nr: \_\_\_\_\_ Nr of wheels: \_\_\_\_\_ Size: \_\_\_\_\_

Employee name: \_\_\_\_\_ Age: \_\_\_\_\_

Nationality: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Instrument nr: \_\_\_\_\_ Nr of wheels: \_\_\_\_\_ Size: \_\_\_\_\_

## New Project Information 2

Project nr: \_\_\_\_\_ Manager: \_\_\_\_\_

Location: \_\_\_\_\_ Delivery date: \_\_\_\_\_

Starting date: \_\_\_\_\_ Budget: \_\_\_\_\_

Institute name: \_\_\_\_\_

Employee name: \_\_\_\_\_ Age: \_\_\_\_\_

Nationality: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Instrument nr: \_\_\_\_\_ Nr of wheels: \_\_\_\_\_ Size: \_\_\_\_\_

Employee name: \_\_\_\_\_ Age: \_\_\_\_\_

Nationality: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Instrument nr: \_\_\_\_\_ Nr of wheels: \_\_\_\_\_ Size: \_\_\_\_\_

### New Project Information 3

Project nr: \_\_\_\_\_ Manager: \_\_\_\_\_

Location: \_\_\_\_\_ Delivery date: \_\_\_\_\_

Starting date: \_\_\_\_\_ Budget: \_\_\_\_\_

Institute name: \_\_\_\_\_

Employee name: \_\_\_\_\_ Age: \_\_\_\_\_

Nationality: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Instrument nr: \_\_\_\_\_ Nr of wheels: \_\_\_\_\_ Size: \_\_\_\_\_

Employee name: \_\_\_\_\_ Age: \_\_\_\_\_

Nationality: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Instrument nr: \_\_\_\_\_ Nr of wheels: \_\_\_\_\_ Size: \_\_\_\_\_

## New Project Information 4

Project nr: \_\_\_\_\_ Manager: \_\_\_\_\_

Location: \_\_\_\_\_ Delivery date: \_\_\_\_\_

Starting date: \_\_\_\_\_ Budget: \_\_\_\_\_

Institute name: \_\_\_\_\_

Employee name: \_\_\_\_\_ Age: \_\_\_\_\_

Nationality: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Instrument nr: \_\_\_\_\_ Nr of wheels: \_\_\_\_\_ Size: \_\_\_\_\_

Employee name: \_\_\_\_\_ Age: \_\_\_\_\_

Nationality: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Instrument nr: \_\_\_\_\_ Nr of wheels: \_\_\_\_\_ Size: \_\_\_\_\_

## New Project Information 5

Project nr: \_\_\_\_\_ Manager: \_\_\_\_\_

Location: \_\_\_\_\_ Delivery date: \_\_\_\_\_

Starting date: \_\_\_\_\_ Budget: \_\_\_\_\_

Institute name: \_\_\_\_\_

Employee name: \_\_\_\_\_ Age: \_\_\_\_\_

Nationality: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Instrument nr: \_\_\_\_\_ Nr of wheels: \_\_\_\_\_ Size: \_\_\_\_\_

Employee name: \_\_\_\_\_ Age: \_\_\_\_\_

Nationality: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Instrument nr: \_\_\_\_\_ Nr of wheels: \_\_\_\_\_ Size: \_\_\_\_\_



## New Project Information 6

Project nr: \_\_\_\_\_ Manager: \_\_\_\_\_

Location: \_\_\_\_\_ Delivery date: \_\_\_\_\_

Starting date: \_\_\_\_\_ Budget: \_\_\_\_\_

Institute name: \_\_\_\_\_

Employee name: \_\_\_\_\_ Age: \_\_\_\_\_

Nationality: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Instrument nr: \_\_\_\_\_ Nr of wheels: \_\_\_\_\_ Size: \_\_\_\_\_

Employee name: \_\_\_\_\_ Age: \_\_\_\_\_

Nationality: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Instrument nr: \_\_\_\_\_ Nr of wheels: \_\_\_\_\_ Size: \_\_\_\_\_

## New Project Information 7

Project nr: \_\_\_\_\_ Manager: \_\_\_\_\_

Location: \_\_\_\_\_ Delivery date: \_\_\_\_\_

Starting date: \_\_\_\_\_ Budget: \_\_\_\_\_

Institute name: \_\_\_\_\_

Employee name: \_\_\_\_\_ Age: \_\_\_\_\_

Nationality: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Instrument nr: \_\_\_\_\_ Nr of wheels: \_\_\_\_\_ Size: \_\_\_\_\_

Employee name: \_\_\_\_\_ Age: \_\_\_\_\_

Nationality: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Instrument nr: \_\_\_\_\_ Nr of wheels: \_\_\_\_\_ Size: \_\_\_\_\_

## New Project Information 8

Project nr: \_\_\_\_\_ Manager: \_\_\_\_\_

Location: \_\_\_\_\_ Delivery date: \_\_\_\_\_

Starting date: \_\_\_\_\_ Budget: \_\_\_\_\_

Institute name: \_\_\_\_\_

Employee name: \_\_\_\_\_ Age: \_\_\_\_\_

Nationality: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Instrument nr: \_\_\_\_\_ Nr of wheels: \_\_\_\_\_ Size: \_\_\_\_\_

Employee name: \_\_\_\_\_ Age: \_\_\_\_\_

Nationality: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Instrument nr: \_\_\_\_\_ Nr of wheels: \_\_\_\_\_ Size: \_\_\_\_\_

## New Project Information 9

Project nr: \_\_\_\_\_ Manager: \_\_\_\_\_

Location: \_\_\_\_\_ Delivery date: \_\_\_\_\_

Starting date: \_\_\_\_\_ Budget: \_\_\_\_\_

Institute name: \_\_\_\_\_

Employee name: \_\_\_\_\_ Age: \_\_\_\_\_

Nationality: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Instrument nr: \_\_\_\_\_ Nr of wheels: \_\_\_\_\_ Size: \_\_\_\_\_

Employee name: \_\_\_\_\_ Age: \_\_\_\_\_

Nationality: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Instrument nr: \_\_\_\_\_ Nr of wheels: \_\_\_\_\_ Size: \_\_\_\_\_

## New Project Information 10

Project nr: \_\_\_\_\_ Manager: \_\_\_\_\_

Location: \_\_\_\_\_ Delivery date: \_\_\_\_\_

Starting date: \_\_\_\_\_ Budget: \_\_\_\_\_

Institute name: \_\_\_\_\_

Employee name: \_\_\_\_\_ Age: \_\_\_\_\_

Nationality: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Instrument nr: \_\_\_\_\_ Nr of wheels: \_\_\_\_\_ Size: \_\_\_\_\_

Employee name: \_\_\_\_\_ Age: \_\_\_\_\_

Nationality: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Instrument nr: \_\_\_\_\_ Nr of wheels: \_\_\_\_\_ Size: \_\_\_\_\_