



## FD Practice Exercises 2

1. Create a 3 day reservation for Guest #1-3 starting today
2. Create a reservation for Guest #4 for two days for two different rates starting today.
3. Assign rooms to each guest reservation.
4. Move Guest # 1 to a room of a different room type
5. Reduce Guest #2 room rate by \$50
6. Use the Do Not Move Room option for Guest #3 and #4
7. Copy the reservation for Guest #5 for next month.
8. Move Guest #1 to next Wednesday
9. Add an Other Charge to Guest #3 and #5 on their arrival date
10. Assign room numbers to all guests
11. Perform a Reverse Check In for Guest #2
12. Change the rate of Guest #2 to a different rate
13. Remove the Do Not Move Room option from Guest #4
14. Check in all guest reservations
15. Move Guest #2 and #3 to a different room number of the same room type
16. Move Guest #4 and #5 to a different room type.

### Guest List

1. Appleton, Cyril
2. Clelland, Diane
3. Fishwick, Daryl
4. Noakes, Carol
5. Whalley, Joanne