Task 3 - Spreadsheet

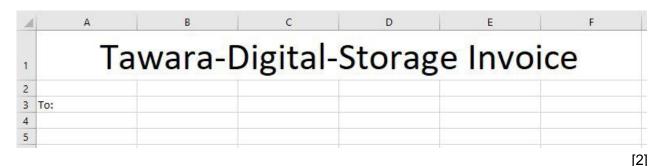
You are going to prepare an invoice using a spreadsheet for Tawara-Digital-Storage. This company makes and sells storage devices. All prices are in euros which must be displayed to 2 decimal places. Make sure that you use efficient formulae.

8 Open and examine the files **SpecInvoice.csv** and **SpecSSD.csv** in a spreadsheet package.

Save *SpecInvoice.csv* as a spreadsheet with the file name **Invoice_** followed by your centre number candidate number, for example, Invoice ZZ999 9999

Merge cells A1 to F1.

Format the top of the spreadsheet to look like this:



9 Place your name, centre number and candidate number left aligned in the footer. [1]

10 Place functions in cells C9 to E9 to lookup the model, capacity and unit price of each item using the product code for the lookup value and the external file *SpecSSD.csv* for the array.

Make sure that if no data is entered in the product code column, then nothing is displayed in cells C9 to E9.

[12]

11 Place in cell F9 a formula to multiply the *Number of items* by the *Unit Price*.

Make sure that if no data is entered in the number of items column, then nothing is displayed in cell F9.

[2]

12 Replicate the formulae entered in Steps 10 and 11 for rows 10 to 19. [1]

13 Place in cell F21 a function to calculate the total of the *Price* column. [1]

14 Apply appropriate formatting to all cells in rows 9 to 21. [1]

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- **15** Print your spreadsheet showing the formulae. Make sure:
 - it is in landscape orientation
 - the row and column headings are displayed
 - gridlines are displayed
 - the contents of all cells are fully visible.

[2]

16 Enter the address as shown and format it like this:

A	A	В	
1	Tawara-Dig		
2			
3	To:	Tawara Technology Solutions	
4		32 Acacia Avenue	
5		Tawara	
6		45673	

Enter these product codes and number of items into the invoice:

A	В
Product code	Number of items
SSD18	1
SSD34	10
	SSD18

[2]

17 Save your spreadsheet. Print the entire spreadsheet showing the values.

Make sure the:

- printout fits on a single page
- contents of all cells are fully visible
- gridlines are **not** displayed
- row and column headings are **not** displayed.

[2]

[Total: 26]

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