

### 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:

	A	B	C	D	E	F
1	<b>Tawara-Digital-Storage Invoice</b>					
2						
3	To:					
4						
5						

[2]

- 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]

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	B
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	B
7		
8	<b>Product code</b>	<b>Number of items</b>
9	SSD18	1
10	SSD34	10

[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]