Spreadsheet Full Test

You work for a company called Hothouse Design.
Your manager has asked you to develop a spreadsheet about telephone calls.

1. Using a suitable software package, load the file **N8PHONE.CSV** and save it into your own work area as *N8PHONE1*

Load the file **N8CODE.CSV** and save it into your own work area.

2. In the *Minutes* column (Cell D11) use a function to calculate the whole number (integer) of minutes for each call, by dividing the *Duration* by **60**

Replicate this function so that the Minutes for each call are shown.

3. In the *Seconds* column (Cell E11) calculate the number of remaining seconds for each call.

Replicate this formula so that the *Seconds* for each call are shown.

4. Use a Countif function (that includes both absolute and relative referencing) in cell D2, to count the number of phone calls by **GBA** entries in the *SCode* column. Do not count any entries in rows 1 to 9.

Replicate this function into cells D3 to D8 to count the number of calls by the other SCodes.

5. In the *Length* column (Cell F11) use an IF function to show:

- If the *Minutes* are less than 6 then show the word **Short**
- If the *Minutes* are greater than 5 and are less than 12 then show the word **Medium**
- If the *Minutes* are greater than 11 then show the word **Long**

Replicate this function so that the *Length* of each call is shown.

6. In the *Name* column use a lookup function to show the staff name. Use the *SCode* column for the lookup value and the external file **N8CODE.CSV** for the array.
Make sure that you use both absolute and relative referencing within your function.

Replicate this function so that the names for each of the 7 members of staff are shown.

7. In cell C2 use a function that includes both absolute and relative referencing to calculate the sum of the *Minutes* column if the *SCode* column contains **GBA**. Do not include rows 1 to 10.

Replicate this function into cells C3 to C8 to sum the total *Minutes* for each *SCode*.

8. Format all cells in rows 1 and 10 only so that they are centre aligned.

9. Format all cells in rows 1 and 10 only so that they are bold.

10. Enter the following data into the model

Code	Rate
C	**1.1**
I	**3**
P	**1.6**

11. Name the cell containing 1.1 **Cheap**

Name the cell containing 3 **Intl**

Name the cell containing 1.6 **Peak**

12. Format these three cells as numbers to **1** decimal place.

13. In the *Units* column (Cell G11) use an IF function to calculate the units used.

If the *SCode* is *MAR* then multiply the named cell *Cheap* by the *Duration*

If the *SCode* is *LEX* then multiply the named cell *Intl* by the *Duration*

If the *SCode* is *VCR* then multiply the named cell *Peak* by the *Duration*

If the *SCode* is not *MAR*, *LEX* or *VCR* then return the *Duration*.

Replicate this function so that the Units for each call are shown.

14. In the *Discount* column (Cell H11) use an IF function to calculate the discount to be given.

If *Duration* is greater than or equal to 200 then show the words **Discount Rate A**

If *Duration* are greater than or equal to 300 then show the words **Discount Rate B**

If *Duration* are greater than or equal to 1000 then show the words **Discount Rate C**

Replicate this function so that the Discount is shown for each call.

15. Set the page orientation to landscape.

16. Save the data model and print a copy of the sheet showing the formulae used.

Make sure that the row and column headings, the contents of all cells in this range are visible and that the printout is one page wide. It may be three or four pages tall.

Make sure that your name, Centre number and candidate number are printed in the header of the page.

17. Set the page orientation to portrait.

18. Save the data model and print a copy of the sheet showing the values.

Make sure that the row and column headings are not visible, the contents of all cells are visible and that the printout is one page wide. It may be two pages tall.

Make sure that your name, Centre number and candidate number are printed in the header of the page.

19. Hide rows 1 to 9 inclusive.

20. Interrogate the data to find all the calls where the *Length* is **Long**

Print this data.

Make sure that your name, Centre number and candidate number are printed in the header of the page.

21. Leave the rows 1 to 9 inclusive hidden. Hide column F.

22. Interrogate the data to find all the calls where the *Date* is **04/01/2008** or after and where the *SCode* is **VCR** or **RSP**

Sort this data into ascending order of *SCode*.

Print this data.

Make sure that your name, Centre number and candidate number are printed in the header of the page.

23. Interrogate the data to find all the calls where the *SCode* contains an **A**.

Print this data.

Make sure that your name, Centre number and candidate number are printed in the header of the page.