Spreadsheet Test b (Countif Function) 📒

You work for a company called Hothouse Design. You are going to perform some clerical tasks for this company.

1. Open the file **Test_b_(Countif_Function).CSV**

2. Use a Countif function (that includes both absolute and relative referencing) in cell B2, to count the number of **SX** entries in the CCode column. Do not count any entries in rows 1 to 4.

    Replicate this formula into cell B3 to count the number of **BE** entries and into cell B4 to count the number of **UTB** entries.

3. Set the page orientation to landscape.

    Save the data model and print a copy of rows 1 to 4 only, showing the formulae and functions used.

    Make sure that the row and column headings and the contents of all cells in this range are visible.

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

4. Set the page orientation to portrait.

    Save the data model and print a copy of rows 1 to 4 only, showing the values. Make sure that the contents of all cells in this range are visible and that the printout fits on a single page.

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