

## Spreadsheet Test d (Whole)

*You work for a company called Hothouse Design. Your manager has asked you to manipulate a spreadsheet about the time and costs involved with some of the webpage development.*

1. Using a suitable software package, load the file **Test\_d\_(Whole).CSV**
2. Place your Centre number, candidate number and name in the header.
3. In cell D2 use a formula to calculate the number of whole hours. Use the minutes from cell C2 to help you.

Replicate this function into cells D3 to D8.

4. Set the page orientation to landscape.

Save the data model and print a copy of rows 1 to 8 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.

5. Set the page orientation to portrait.

Save the data model and print a copy of rows 1 to 8 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.