

Spreadsheet Test f (IF 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_f_(IF_Function).CSV**
2. Name the cell below containing 0.225 **RateA**
Name the cell below containing 0.18 **RateB**
Name the cell below containing 0.1 **RateC**

<i>Dcode</i>	<i>Rate</i>
<i>A</i>	0.225
<i>B</i>	0.18
<i>C</i>	0.1

3. In the *DiscountA* column (Cell H7) use an IF function to calculate the discount to be given.

If the *Code* is *A* then multiply the named cell *RateA* by *Cost*

If the *Code* is *B* then multiply the named cell *RateB* by *Cost*

If the *Code* is *C* then multiply the named cell *RateC* by *Cost*

Replicate this formula so that the discount is shown for each item.

4. In the *DiscountB* column (Cell K7) use an IF function to calculate the discount to be given.

If *Sales* are greater than or equal to 10 then multiply the named cell *RateA* by *Cost*

If *Sales* are greater than or equal to 20 then multiply the named cell *RateB* by *Cost*

If *Sales* are greater than or equal to 30 then multiply the named cell *RateC* by *Cost*

If *Sales* is not greater than or equal to 10, 20 or 30 then return the *Cost*.

Replicate this function so that the *DiscountB* is shown for each item.

5. In the *Quantity Level* column (Cell L7) use an IF function to show:

If the *Quantity* is less than 10 then show the word **Low**

If the *Quantity* is greater than 9 and are less than 100 then show the word **Medium**

If the *Quantity* is greater than 100 then show the word **High**

Replicate this function so that the *Quantity Level* of each item is shown.

7. Set the page orientation to landscape.

Save the data model and print a copy of cells A6 to L80 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.

8. Set the page orientation to portrait.

Save the data model and print a copy of cells A6 to L80 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.