

Spreadsheet Test g (SumIf)

1. Using a suitable software package, load the file **Test_g_(SumIf).CSV**
2. Use a function (that includes both absolute and relative referencing) in cell D7, to calculate the sum of the *Duration* column if the *Dcode* column contains **MD**
Do not include rows 1 to 13.

Replicate this function into cells D8 to D13 to sum the *Total Duration* for each *Dcode*
3. Set the page orientation to landscape.

Save the data model and print a copy of rows 6 to 13 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 6 to 13 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.