

Spreadsheet Test h (Format)

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

1. Open the file **J7STOCK2 (Format).CSV**
2. Enter the following data into the model.

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

3. Format the three cells containing the data above as percentage values to 0 decimal places.
4. Format only the *Unit*, *Cost*, *Discount* and *Price* columns as currency in Euros to 2 decimal places.
5. Format all cells in rows 1 and 6 only so that they are centre aligned.
6. Format all cells in rows 1 and 6 only so that they are bold.
7. Save the data model and print a copy of the sheet showing the values. Make sure that the contents of all cells are visible and that the printout fits on a single page wide and two (or three) pages tall.

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