



Lesson 1 Essential Activity 2 Year 3: Excel Logical Cell Testing: IF(), ISTEXT(), ISNUMBER() Sheet & Workbook Protection – Locking, Hiding sheets	
Student Name & Nr:	12

FILE NAME: LESSON 1 ESSENTIAL ACTIVITY 2.XLSX

The invoice is supplied with basic formulas which allows basic functionality. However, should the code in column A be removed, the entire spreadsheet displays an error (#N/A). Modify the formulas to test cells for their content before any calculation is done.

1. Modify the VLOOKUP function in column B by testing column A for a code before the VLOOKUP is done. If the code is removed from column A, column B must be blank. First amend the formula in B6, then copy the amended formula from B10 to B24. (4)
2. Modify the formula in column F by testing either columns D or E for a number before the total is calculated. Give a reason for your choice in the box provided in the spreadsheet. If the code is removed from column A, column F must be blank. First amend the formula in F10, then copy the amended formula to F24. (4)
3. Hide the Products sheet and protect the cells in the Invoice sheet. Ensure that no formulas are visible. Allow users to edit the customer name and telephone number (row 3), column A (Code) and column E (Number of units). Enable both sheet protection and workbook protection. Do not use any passwords. (4)

(12)

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