

# FUNDAMENTAL SPREADSHEET APPLICATIONS (06)

Sponsored by the American Institute for Certified Public Accountants.



## Regional– 2012

**TOTAL POINTS** \_\_\_\_\_ **(345)**

***Failure to adhere to any of the following rules will result in disqualification:***

- 1. Contestant must hand in this test booklet and all printouts. Failure to do so will result in disqualification.***
- 2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests or facsimile (handwritten, photocopied, or keyed) are allowed in the testing area.***
- 3. Electronic devices will be monitored according to ACT standards.***

No more than ten (10) minutes orientation

No more than 90 minutes testing time

No more than ten (10) minutes wrap-up

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*Workplace Skills Assessment Program* competition.

**GENERAL INSTRUCTIONS**

Graders: Most points are all or nothing. If an item is not complete, the contestant gets zero points. Some items are counted partially – specific instructions are given when partial points are given.

	<b>Points Possible</b>	
<b>PRINTOUT 1</b>		
Contestant # in correct location	10	
Orientation correct	10	
Title formatted appropriately	20	
Subtitles formatted appropriately	20	
Column headings formatted appropriately	20	
Numbers formatted appropriately	10	
Data sorted correctly	20	
Columns sized correctly	15	
Typos (0 errors 40 points, 1 error 35 points, 2 errors 30 points, 3 or more errors 0 points)	40	
<b>TOTAL PRINTOUT 1</b>	<b>165</b>	
<b>PRINTOUT 2</b>		
New column headings added and formatted appropriately	30	
All numbers formatted appropriately	10	
Columns sized correctly	15	
Typos (0 errors 40 points, 1 error 35 points, 2 errors 30 points, 3 or more errors 0 points)	40	
Department grouping totals formatted correctly.	10	
<b>TOTAL PRINTOUT 2</b>	<b>105</b>	
<b>PRINTOUT 3</b>		
Sales Total calculation correct	25	
Yearly Commission calculation correct for each Department	25	
Department grouping Yearly Commission totals calculated correctly.	25	
<b>TOTAL PRINTOUT 3</b>	<b>75</b>	
<b>TOTAL</b>	<b>345</b>	

**GENERAL DIRECTIONS**

1. **Put your contestant number and printout number in the right section of the header on each printout.** Your name or initials should **NOT** appear on any work you submit.  
\*\*Additional information will be included in the Printing section of the test.
2. If you finish before the end of the testing time, notify the proctor. Time may be a factor in determining the winner in the event of a tie.
3. When turning in your contest, the jobs should be arranged in printout order.

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You are currently employed with Sibetech Corporation as the payroll clerk. The company is located at 2925 Catewism Boulevard, Ogallala, NE 69153. You are in charge of issuing payroll checks to the sales department. Each salesperson is paid based on a commission scale.

**PRINTOUT 1**

- Set the orientation to Landscape.
- In row 1, key the name of the company in all caps. Merge and center the title across columns A to I. The title should be 16 point and bolded.
- In row 2, key the street address of the company. Merge and center the subtitle across columns A to I. The subtitle should be 14 points.
- In row 3, key the remaining address information for the company. Merge and center the subtitle across columns A to I. The subtitle should be 12 points.
- Use Garamond font for rows 1 through 3.
- Row 4 will be blank.
- Enter the column headings First, Last, and Department in row 5.
- Enter the data as shown below:

First	Last	Department
Martha	Luck	TV/VIDEO
Betty	High	CAMERA & VIDEO
Tyrell	Johnson	AUDIO & MP3
Chu Gi	Nguyen	PORTABLE ELECTRONICS
Shakur	Brown	GAMING
Joshua	Fedor	CAMERA & VIDEO
Rhoda	Kuntz	GAMING
Jan	Bourogh	TV/VIDEO
Rafiquil	Damir	PORTABLE ELECTRONICS
Mary Jan	Brink	AUDIO & MP3
Eram	Hassan	CAMERA & VIDEO
Diana	Bond	GAMING
Lori	Westwood	TV/VIDEO
Priscilla	Gere	GAMING
Miroslava	Navarro	CAMERA & VIDEO
Deoynce	Brush	AUDIO & MP3
Sherrell	Brown	TV/VIDEO
Claire	High	AUDIO & MP3
Donna	Cruise	CAMERA & VIDEO
Lauren	Birdie	PORTABLE ELECTRONICS

- Merge and center the first and last name column headings and replace with “Salesperson”; center the remaining column headings; bold all column headings.
- Sort the spreadsheet by Department and then Salesperson by last name.
- Best fit all columns containing data.
- **Print the spreadsheet with gridlines.**

**PRINTOUT 2**

- Add column headings for Column D through G and label as “1<sup>st</sup> Quarter”, “2<sup>nd</sup> Quarter”, “3<sup>rd</sup> Quarter”, “4<sup>th</sup> Quarter”. Bold and center these new column headings.

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- Enter the following sales figures:

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
2,000.00	2,500.00	1,234.00	2,345.00
3,200.00	2,800.00	3,456.00	4,567.00
5,600.00	3,100.00	1,121.00	2,892.00
2,459.00	2,380.00	1,098.00	1,932.00
1,320.00	3,476.00	2,843.00	3,847.00
2,782.00	6,648.00	4,934.00	2,812.00
2,164.00	2,834.00	983.00	5,875.00
3,759.00	6,784.00	5,894.00	4,938.00
2,017.00	9,874.00	5,934.00	1,112.00
4,506.00	1,234.00	7,854.00	998.00
990.00	2,832.00	3,945.00	1,928.00
3,750.00	2,347.00	3,923.00	2,898.00
1,274.00	6,785.00	6,938.00	8,283.00
897.00	9,893.00	3,332.00	1,283.00
2,490.00	999.00	9,873.00	6,043.00
1,562.00	883.00	6,738.00	6,832.00
381.00	2,343.00	2,222.00	3,928.00
2,087.00	3,689.00	932.00	1,923.00
3,289.00	5,936.00	2,503.00	5,932.00
2,107.00	7,984.00	2,212.00	1,123.00

- Format the figures above as Comma style and 2 decimals.

Enter formulas to calculate the following:

- Enter the title "Sales Total" in H6. Bold, center.
- Enter a function formula that calculates the total sales for each salesperson.
- Format the Sales Total as Comma style and 2 decimals.
- Enter the title "Yearly Commission" in I6. Bold, center and wrap the title.
- Enter a formula to calculate Yearly Commission for each employee
  - A 15% commission for each employee in the Gaming department
  - A 25% commission for each employee in the TV/Video department
  - A 18% commission for each employee in the Portable Electronics department
  - A 12% commission for each employee in the Audio/MP3 department
  - A 22% commission for each employee in the Camera & Video department
- Change the widths of column H and I to 12.
- Fill the column heading row to White, Background 1, Darker 15%.

For each department:

- Insert a blank row after each department grouping.
- In column A enter the label "Total" after each department grouping. Bold and italicize the labels.
- Fill each Total row to White, Background 1, Darker 15%.
- Total each Department's Yearly Commission.

**Print the spreadsheet with gridlines making sure that no data is truncated.**

**PRINTOUT 3**

- **Print the spreadsheet with gridlines, showing formulas on one page; widen columns as necessary to show all formulas.**