

# ADVANCED SPREADSHEET APPLICATIONS (07)

## Regional– 2012

**TOTAL POINTS** \_\_\_\_\_ **(430)**

***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* regional competition

### GENERAL INSTRUCTIONS

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 designated printout order.

**PRINTOUT 1**

Appropriate header	5	_____
Appropriate footer	10	_____
Landscape Orientation	5	_____
Printed as a workbook in correct order	10	_____
Titles formatted appropriately	10	_____
Subtitles formatted appropriately	10	_____
Table data formatted appropriately on all sheets except Commission	5	_____
Row 19 formatted appropriately on the Retail Price sheet	5	_____
Row 19 formatted appropriately on each branch office sheet	5	_____
All dollar amounts formatted appropriately	15	_____
All non-dollar amounts formatted appropriately	15	_____
All percent amounts formatted appropriately	15	_____
Commission Rates area formatted appropriately on the Commission sheet	5	_____
Table data formatted appropriately on the Commission sheet	15	_____
Table data sorted correctly on the Commission sheet	5	_____
Commission conditional format correct	60	_____
Correct chart design	10	_____
Correct chart layout	10	_____
Typos on chart or Commission sheet (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>255</b>	_____

**PRINTOUT 2**

Printed correct sheets as formulas version	15	_____
Appropriate formula for Retail Price column on Retail Price sheet	40	_____
Appropriate formula for total games sold on branch sheet	20	_____
Appropriate formula for Sales Total column on branch sheet	40	_____
Appropriate formula for overall sales total on branch sheet	20	_____
Appropriate formula for Commission column on Commission sheet.	40	_____
<b>TOTAL PRINTOUT 2</b>	<b>175</b>	_____

<b>TOTAL</b>	<b>430</b>	_____
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REGIONAL 2012  
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PBA Games is a gaming software company that creates and markets exciting and innovative games from all genres. They currently have stores in Chicago, Orlando and Indianapolis. The file provided includes information on their top selling games as well as sales and profit information. Your employees will also be earning commission based on the total sales from their branch office.

Open the student data file provided named 2012 Advanced Spreadsheet Applications Regional - Data and follow all directions below.

**Printing Guidelines**

1. Change all sheets to Landscape.
2. In the Header, include your contestant number in the Right section.
3. In the Footer
  - Choose the appropriate option to insert the sheet name in the Left section.
  - In the Right section insert the Page # and the total # of Pages. For example, on printout it should show: Page 2 of 6.
4. Print entire workbook.
5. Print formulas for the following sheets: Retail Price, Chicago, Commission. *\*Make sure that all information is visible and adjust columns as necessary.*
6. Staple printouts in the following order: workbook and formulas for Retail Price, Chicago, Commission.
7. Ensure that your contestant number appears on all printouts as specified.

**Formulas**

1. On the Retail Price sheet, use an absolute cell reference with Cell B19 that will calculate the Retail Price with an eighty-seven percent markup.
2. For each branch office, insert a function to calculate the Grand Total number of games sold, each game's Sales Total, and the overall Grand Sales Total.
3. Create a new sheet after Indianapolis labeled Commission that will show the following information:

	A	B	C	D
1	PBA Games			
2	Commission			
3	Employee	Title	Branch	Commission
4	Joseph Berry	Assistant Manager	Chicago	
5	Miroslava Iglesias	Manager	Orlando	
6	Timothy Jolie	Sales Associate	Indianapolis	
7	Lori Washington	Manager	Chicago	
8	Claire Lowe	Assistant Manager	Indianapolis	
9	Priscela Gere	Sales Associate	Chicago	
10	Francisco Hayek	Sales Associate	Orlando	
11	Diana Currington	Manager	Indianapolis	
12	Jeff Aniston	Sales Associate	Chicago	
13	Deana McGraw	Sales Associate	Indianapolis	
14	Sherrell Mathers	Assistant Manager	Orlando	
15	Donna Gibbs	Sales Associate	Orlando	
16				
17				
18	Commission Rates			
19	Manager	15%		
20	Assistant Manager	10%		
21	Sales Associate	5%		

4. On the Commission sheet, use an absolute reference to calculate the Commission for each employee.

### **Formatting**

1. For all sheets
  - Merge and Center titles and subtitles across the columns containing data
  - Apply a Cell Style of Heading 1 to the titles and Heading 4 to the subtitles
  - Apply Table Style Medium 2 to all column headings and table data only
2. On Retail Price sheet—format Row 19 data as Cell Style Accent1.
3. For each branch office sheet—format Row 19 data as Cell Style Total.
4. All dollar amounts should be formatted as Currency with a floating dollar sign and two decimals.
5. Non-currency numerical data should be formatted as Comma style with no decimals.
6. Percent data should be formatted as Percent style with no decimals.
7. On Commission sheet
  - Merge and Center A18:B18 and apply Cell Style Heading 3
  - Format column headings as Cell Style Accent1
  - Sort Commission data by title within branch
  - Autofit data for columns
  - Create a conditional format for the Commission field using 5 gray arrows. The cell formats should be based on the following values:
    - ⇧ when value is at least \$6,100
    - ⇨ when value is between \$4,200 and \$6,100
    - ⇒ when value is between \$4,100 and \$4,200
    - ⇩ when value is between \$2,050 and \$4,100
    - ⇩ when value is no more than \$2,050

### **Charting**

1. Create a 3-D Clustered Column chart on a separate sheet named Indianapolis Chart representing the Indianapolis Sales total for each game.
  - Select Chart Layout 9.
  - Include an appropriate chart title
  - Remove the Legend.
  - Label axis titles appropriately
2. Put your worksheets in the following order: Retail Price, Chicago, Orlando, Indianapolis, Indianapolis Chart and Commission.