

ADVANCED SPREADSHEET APPLICATIONS (07)

Regional– 2013

TOTAL POINTS _____ (330)

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 in the right section of a footer on each printout.** Your name or initials should **NOT** appear on any work you submit.
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.

SCORING










	Points Possible	Score
Typos (0 errors 40 points, 1 error 35 points, 2 errors 30 points, 3 or more errors 0 points)	40	
On each Quarter sheet and Yearly sheet (see tabs at bottom), main title Times New Roman, 20 pt., italic, merged and centered over all columns	5	
On each Quarter sheet and Yearly sheet, sub title Times New Roman, 14 pt., merged and centered over all columns	5	
On each of the four Quarter sheets in the workbook, region totals are correct. Formulas are only entered for the rows labeled North, South, East, and West.	80	
On each Quarter sheet, Row 39 shows the total for the column titled: Total Sales All Regions and the total is correct	8	
Totals for month columns are correct (2 pts. each) on each of the 4 Quarter sheets	24	
Column headings are centered (1 pts. each)	20	
On the Yearly worksheet, copy and paste link option was used to link Quarter 1, 2, 3 and 4 Regional Totals to each quarter. Adjusted all linked columns to best fit, comma style, and no decimals. Numbers are only showing for North, South, East, and West. There should be no zeros on other lines (10 pts. for each correct quarter column)	40	
Numbers formatted on all sheets with comma separators and no decimals	10	
=sum() or addition formula used for all totals	25	
Yearly sheet and Quarter 1 sheet printed with formulas showing fit to one page	20	
Exploding 3-D Pie Chart	10	
Percentages displayed for each pie piece	10	
Quarters are listed in legend	10	
Correct title on pie chart	10	
All printouts done as instructed with contestant number on right side of footer and file name and tab name listed in the header (all or nothing)	13	
TOTALS	330	_____









Special Instructions

Please use the following procedures for each worksheet that you submit:

- ✓ Save early and often. Loss of data, for any reason, is the student's responsibility.
 - ✓ Check the spelling on all worksheets.
 - ✓ Put your contestant number in the right section of a footer on each printout. Your name or initials should NOT appear on any work you submit.
 - ✓ Center the following information in a header on each printout: the file name and the sheet name. Each item should appear on a separate line in the header.
 - ✓ Center each worksheet vertically and horizontally on the page and fit each worksheet on one page. *Print all worksheets in Landscape format.*
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Professional Business Associates has a wholesale on-line music division and needs you to present the sales data for 2013 from its four regions of the country. Currently they have *recorded sales from each region for the 5 styles of music (genre) that are sold.*

-  Open the file called **AdvSpreadR13** from the location provided by your proctor. Save the file as instructed by your proctor.
-  Notice at the bottom of the open workbook file there are tabs for each of the 4 Quarters in which *M&K Wholesale Music* has sales and a Yearly tab.
-  On each of the five sheets in the workbook merge and center from column A to F the Main title located on row 1. Change the font of M&K Wholesale Music to Times New Roman, 20 point font, italics.
-  On each of the five sheets in the workbook merge and center from column A to F the sub title located on row 2. Change the font to Times New Roman, 14 point font.
-  On each of the four Quarter sheets in the workbook, calculate the region totals and monthly totals. (Make sure the formulas are only entered for the rows labeled North, South, East, and West).
-  On each of the four Quarter sheets in the workbook in cell E39, calculate the **Total Sales All Regions** for all genres of music.
-  On each of the four Quarter sheets row 4, center all column headings from columns B through E. Make the **Regional Totals** into a two-line heading.
-  Format all numbers to Comma style with no decimals.
-  Move the Yearly tab to the front of the other four tabs.

-  Using the copy and paste link options, link Quarter 1, 2, 3 and 4 **Regional Totals** to the corresponding column on the Yearly worksheet. Adjust all linked columns to best fit, comma style, and no decimals. Make sure that numbers are only showing for North, South, East, and West. There should be no zeros on other lines.
-  Print all five sheets.
-  Show formulas on the **Quarter 1** sheet and the **Yearly sheet**.
-  Print the two sheets with formulas showing (fit to one page printout).
-  Create an exploding, 3-D pie chart of the 4 Quarters in the TOTALS row on the Yearly sheet. The percentages for each piece of the pie should be on the pie slices.
-  Be sure the legend has each quarter designated.
-  The title for the chart should be **M&K Wholesale Music Quarterly Sales**
-  Print the pie chart.

CORRECT ORDER FOR TURNING IN PRINTOUTS

Quarter 1
Quarter 2
Quarter 3
Quarter 4
Yearly Sheet
Yearly formula sheet
Quarter 1 formula sheet
Pie Chart