

# ADVANCED SPREADSHEET APPLICATIONS (235)

## REGIONAL – 2014

*TOTAL POINTS* \_\_\_\_\_ (300)

**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**

1. Key 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, arrange all jobs in the correct printout order (included in instructions).
4. Write your contestant number in the provided spaces on the cover page.

## SCORING

	<u>Points Possible</u>	Score
Typos (0 errors 40 points, 1 error 35 points, 2 errors 30 points, 3 or more errors 0 points)	40	
On each worksheet, row 1 title Times New Roman, 14 pt.; row 2 title Times New Roman 18 pt.; row 3 title italic, merged and centered over all columns	15	
Worksheet names changed to Product Data, Team Data, and Sales Data	15	
Column headings formatted on all three worksheets with black fill and white, bold font	15	
On each of the three sheets in the workbook, price and sales totals are correct. Formulas are used for all calculations (1 point each)	58	
Column headings are centered (1 point each) <i>NOTE: Amounts on Team Sales sheet will appear right aligned</i>	16	
On the Team Sales sheet, team members are listed with team names in Column B. Teams are separated by a thin bottom border	20	
Numbers formatted on all sheets with comma separators, two decimals, and no \$ sign	10	
=sum() or addition formula used for all totals	25	
All three worksheets printed with formulas showing, fit to one page	15	
Exploding 3-D Pie Chart on Team Data sheet in correct position	10	
Pie Chart Title does not print over data labels	10	
Percentages and team member names displayed for each pie piece with no legend	15	
Correct title on pie chart	10	
All printouts completed as instructed with contestant number on right side of footer and file name and tab name listed in the header (all or nothing)	15	
All printouts submitted in correct order as instructed	11	
<b>TOTAL</b>	<b>300</b>	

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






### 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 contestant'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.
- ✓ Proofread carefully and make sure no information is truncated.
- ✓ 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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Your Business Professionals of America chapter has chosen to sell a variety of photographic products of school events as a fund raiser for this year's events. Chapter members have divided into teams for a special sales contest. Your chapter president has asked you to present the sales data of this project to the chapter to verify the sales and contest results.

-  Open the file called ***235-AdvSpreadR14*** from the location provided by your proctor. Save the file as ***235-AdvSpreadR14\_ContestantNumber*** in the location specified by the proctor.
-  Notice at the bottom of the open workbook file there are tabs for each of the worksheets. Rename Sheet 1: ***Product Data***, Sheet 2: ***Team Data***, Sheet 3: ***Team Sales***.
-  On the Product Data worksheet merge and center from column A to D each of the three title rows. Change the font of all three rows to Times New Roman. Change the font size of row 1 to 14 point, row 2 to 18 point, and row 3 to italics. Copy the three rows and paste at the top of the other two worksheets. Center and merge each row across the width of the spreadsheet data.
-  Format all column headings with black fill and white, bold font.
-  On the Product Data worksheet, sort the products in alphabetical order by product name. Calculate the profit earned on each item by inserting a formula to determine 35% of the cost in Column B. Use a formula in Column C to determine the final sale price of each product. Fill the formulas down through each row of the items.
-  Format all the calculated numbers to Comma style with two decimals.
-  On the Team Data sheet, format each team name cell with a black fill and white, bold font. Copy the member names listed in Column A and paste into Column A of the Team Sales sheet starting in cell A8. Insert the team name in Column B for each member. Separate the teams with a thin bottom border.
-  Move the Team Data tab to the end of the other two tabs.
-  On the Team Sales sheet, create column headings in C6:L6 by using the copy and paste link options to link the Product items in Column 6. Add a column heading






“Total” in cell M6. Adjust all linked columns to best fit, centered, wrapped alignment, and formatted like all other column headings.

- ✎ Using the copy and paste link options, link the Sales Price cells on the Product Data sheet to cells C7:L7 on the Team Sales sheet to create an additional row of column headings underneath the product names. Add a column heading “Sales” in cell M7. Center all cell contents in this row.
- ✎ Insert the following sales information into the Team Sales worksheet:

	Team	Canvas Tote Bag	Coasters	Fleece Photo Blanket	iPhone Cases	Key Ring	Magnets	Mouse Pad	Photo Mug	Photo Water Bottles	Travel Mug
		40.49	26.99	74.24	47.18	26.99	8.09	13.49	18.89	29.69	26.99
Tony Sanchez	Navy	2			1		2		1		1
Oma Brown	Navy			1							
David Kerfoot	Navy		1							1	2
Anji Merryman	Navy	1			2	4		1	2		
Yadell Sahid	Navy		2				3				
Sally Jameson	Red	2			2	2		2	3		
Susan Davenport	Red		2	1			3		2		2
Terri French	Red			1	2	2			2		3
Uma Martinez	Red	1						1			
Debby Gorman	Red		1		2		1			1	
Evan Hienrich	Tan					2			3		
Nathan Johnson	Tan						2	1			
Tre Quindom	Tan	2		3	1				2	2	
Taneal Boardman	Tan						3				
Oran Cassock	Tan		2				1		2	1	

Extend the bottom border across the columns.

- ✎ Insert a formula in Column M to calculate the total sales of each BPA member. Use absolute cell references for the Product Sales Prices.
- ✎ Using the copy and paste link options, link the Total Sales amount you just figured for each BPA member on the Team Sales sheet to the appropriate cell in the Team Data worksheet. Use the appropriate function to determine the total sales for each team. Format the row heading and formula cells for the team totals with a light gray fill and bold font.
- 🖨 Print all three sheets.
- ✎ Show formulas on all three worksheets.

-  Print all sheets with formulas showing (fit to one page printout).
  
-  Create an exploding, 3-D pie chart on the Team Data sheet that will show each team value as a slice of the pie. Place the pie chart in cells C6:O31. The percentages for each piece and team member name of the pie should be on the outside edge of each pie slice. Format the pie slices as different black & white pattern fills.
  
-  Do not use a legend for the pie chart.
  
-  The title for the chart should be *Anytown High School Sales*. Resize the chart, if necessary, to fit the title on the chart.
  
-  Print the pie chart.

***CORRECT ORDER FOR TURNING IN PRINTOUTS***

Product Data  
Product Data formula sheet  
Team Sales  
Team Sales formula sheet  
Team Data  
Team Data formula sheet  
Pie Chart