ADVANCED SPREADSHEET APPLICATIONS
(235)

REGIONAL – 2014

TOTAL POINTS _____ *(300)*

Judges/Graders: Please double check and verify all scores and answer keys!

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

	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 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) *NOTE: Amounts on Team Sales sheet will appear right aligned*	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	
TOTAL	**300**	