FUNDAMENTAL SPREADSHEET

APPLICATIONS

(230)

REGIONAL – 2016

 ***TOTAL POINTS (650 points)***

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

Property of Business Professionals of America.

May be reproduced only for use in the Business Professionals of America

*Workplace Skills Assessment Program* competition.

**RUBRIC**

ON EACH ITEM CONTESTANTS EARN EITHER ALL THE POINTS OR NONE EXCEPT FOR TYPOS.

|  |  |  |
| --- | --- | --- |
| **Printout 1 Worksheet—Job 1** | **Possible Points** | **Total Points** |
| ITEM NO entered as a label, not a value (aligned left) | 10 |  |
| Heading AMT changed to AMOUNT | 10 |  |
| Main heading is merged and centered across columns of information | 20 |  |
| Amount for each item is correct | 20 |  |
| 1st subtotal is correct | 10 |  |
| Tax amount is correct | 10 |  |
| Shipping amount is correct | 10 |  |
| 2nd subtotal is correct | 10 |  |
| Discount is correct | 10 |  |
| TOTAL is correct and is in bold | 20 |  |
| Column headings are centered | 10 |  |
| Printed with gridlines, column and row headings, and centered on page | 30 |  |
| **Total Points, Printout 1** | **170**  |  |
| **Printout 2—Job 1 with Formulas Showing** | **Possible Points** | **Total Points** |
| AMOUNT column formula correct | 20 |  |
| 1ST subtotal formula correct | 20 |  |
| Tax formula is correct | 20 |  |
| Shipping formula is correct | 20 |  |
| 2nd subtotal formula correct | 20 |  |
| Discount formula is correct | 20 |  |
| Total formula is correct | 20 |  |
| Printed showing formulas on one page | 20 |  |
| **Total Points, Printout 2** | **160**  |  |

|  |  |  |
| --- | --- | --- |
| **Printout 3 Worksheet—Job 2** | **Possible Points** | **Total Points** |
| Title is correct and is merged and centered above columns of information | 20 |  |
| Subtitle is correct and is merged and centered above columns of information | 20 |  |
| Data is entered correctly and formatted correctly | 20 |  |
| Asset projections are done correctly (-5 points each error) | 30 |  |
| Liability projections are done correctly (-5 points each error) | 30 |  |
| Total Assets amounts correct and Total Liabilities amounts correct | 20 |  |
| Net Worth amounts are correct | 20 |  |
| Printed without gridlines showing and fit to one page | 10 |  |
| **Total Points, Printout 3** | **170** |  |
| **Printout 4 Formulas—Job 2** | **Possible Points** | **Total Points** |
| Total Assets formula correct | 10 |  |
| Total Liabilities formula correct | 10 |  |
| Net Worth formula correct | 10 |  |
| Printed on one page | 10 |  |
| **Total Points, Printout 4** | **40**  |  |
| **Printout 5—Job 2 Chart** | **Possible Points** | **Total Points** |
| 3-D clustered column chart created | 20 |  |
| Chart shows projected Total Assets, Total Liabilities, and Net Worth for years 2015-2018 | 30 |  |
| Chart is titled correctly | 20 |  |
| Legend is placed on the right | 20 |  |
| Chart created on new sheet | 20 |  |
| **Total Points, Printout 5** | **110**  |  |
| **Total Points** | **650** |  |

**Printout 1**



**Printout 2**





