



ADVANCED SPREADSHEET APPLICATIONS (235)

REGIONAL – 2016

TOTAL POINTS _____ (*355 points*)

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

Property of Business Professionals of America.
May be reproduced only for use in the Business Professionals of America
Workplace Skills Assessment Program competition.



General Instructions

1. Put your contestant number and printout number in the left section of the 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.

NOTE TO GRADERS: Please use the Spreadsheet file provided as the Key.



Printout 1	Points	Total
Contestant Number in the left section of footer with Printout 1 underneath	5	
Row 1 contains title, Times New Roman font, 26 pt., White, with dark gray fill of White Background 1, Darker 35%	5	
Title row merged across A1:K1, left aligned	5	
One blank line separates title row from column headings	5	
New data (October – December) is entered correctly at bottom of worksheet	10	
Dates (column A) formatted as shown on key.	5	
Amounts (column D) formatted as currency, floating \$, no decimal places	5	
Correct amounts in G4:G9	5	
Correct amounts in G12:G17	5	
Correct amounts in G20:G25	5	
Correct amounts in J4:J5	5	
Correct amounts in J8:J9	5	
Correct amounts in J12:J13	5	
Blank column (Column H) inserted	5	
Amount columns D through J formatted as currency, floating \$, no decimal places	5	
Printout in portrait orientation, centered with 1” side, top, and bottom margins	10	
No truncated data	10	
Subtotal Printout 1	100	
Printout 2	Points	Total
Printout has Contestant number and Printout 2 in left section of footer	5	
Correct SUMIF function in G4:G9	20	
Correct SUMIF function in G12:G17	20	
Correct SUMIF function in G20:G25	20	
Correct SUMIFS function in J4:J5	20	
Correct SUMIFS function in J8:J9	20	
Correct SUMIFS function in J12:J13	20	
Printout in landscape orientation and centered horizontally, narrow margins	10	
Printout scaled to fit on one page	5	
Subtotal Printout 2	140	
Printout 3	Points	Total
Chart has Contestant number and Printout 3 in left section of footer	5	
Chart is a 3-D pie chart with categories and percentage labels	10	
No legend	10	
Moved to own sheet without copy/paste	10	
Title 2-Year Total of Expenses	10	
Chart has textbox saying Largest Expense with thick black arrow pointing to largest percentage	10	
Chart has largest percentage piece of pie rotated so it is in the upper left corner	10	
Chart has highest percentage piece of pie pulled out	10	
Subtotal Printout 3	75	
Typos all sheet tabs (0 errors 40 points, 1 error 35 points, 2 errors 30 points, 3 or more 0 points)	40	
Total Points	355	