Contestant Number: _____

Time: _____

Rank: _____

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

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.

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**	

You are interested in purchasing a bakery and coffee shop that was established in 2013 and opened January 1, 2014. The owners are selling because they need to relocate to another state. They have provided financial reports to you for the past two years so that you can analyze the data and make a decision on buying the business.

Open the file 235-AdvSpreadR16 file provided by your contest administrator. Add the following formatting to the worksheets.

- Rename the sheet tab **Expenses**

Add the following information to the bottom of the worksheet. Make sure all information remains formatted appropriately. Amounts in Column D should be currency with 0 decimal places and floating dollar sign.

	A	B	C	D
127	Oct-15	Fixed	Rent	$950
128	Oct-15	Fixed	Loan Payment	$1,275
129	Oct-15	Variable	Supplies	$146,293
130	Oct-15	Variable	Equipment	$28,638
131	Oct-15	Variable	Payroll	$28,751
132	Oct-15	Variable	Utilities	$201
133	Nov-15	Fixed	Rent	$950
134	Nov-15	Fixed	Loan Payment	$1,275
135	Nov-15	Variable	Supplies	$187,923
136	Nov-15	Variable	Equipment	$25,186
137	Nov-15	Variable	Payroll	$27,751
138	Nov-15	Variable	Utilities	$221
139	Dec-15	Fixed	Rent	$950
140	Dec-15	Fixed	Loan Payment	$1,275
141	Dec-15	Variable	Supplies	$126,893
142	Dec-15	Variable	Equipment	$891
143	Dec-15	Variable	Payroll	$28,751
144	Dec-15	Variable	Utilities	$280

Formatting
- Insert two rows at the top of the worksheet.
- Create a new cell style. Name the style Wrkst. Format the style with Times New Roman font, 28 point, White, with a dark gray fill of White Background 1, Darker 35%.
- In Cell A1, insert the title **Expenses**.
- Merge cells A1:J1. Keep the title left aligned. Apply your new Wrkst style to the merged cell.
- Format the height of row 1 as 62 pts.
- Insert a blank column between Columns G and H. Format the column with a width of 5.
- Make sure no information is truncated.

Formulas and Functions
- On the Expenses worksheet, add a function in Cell G4 that will find the sum of all rent amounts in column D.
- Use the same function in Cell G5 to find the sum of all loan payments in column D.
- Use the same function in Cell G6 to find the sum of all supplies in column D.
- Use the same function in Cell G7 to find the sum of all equipment in column D.
- Use the same function in Cell G8 to find the sum of all payroll in column D.
- Use the same function in Cell G9 to find the sum of all utilities in column D.
- Add a function in Cell G12 to find the sum of rent for 2014.
- Continue adding functions in cells G13:G17 and G20:G25 to find the other expenses for 2014 and 2015.
- Follow the same procedure to find the fixed and variable expenses in cells J4:J5, J8:J9, and J12:J13.
- Format all amount cells as currency, no decimal places and floating dollar sign.

Chart

Using the data in F4:G9, create a 3-D pie chart. Move it to its own sheet. Add the title, **2-Year Total of Expenses**. Remove the legend and add data labels of category name and percentage with leader lines. Pull the labels around the outside edge of the pie. Make sure that all leader lines are displayed. Rotate the chart until the largest piece is in the upper left corner. Create a text box that says Largest Expense with a black arrow pointing to the one with the highest percentage. Apply the Moderate Line, Dark 1 style to the arrow. Pull the piece of pie out for emphasis.

Print

Add a footer with your **contestant number** on line 1 and **Printout 1** on line 2, left aligned.
- On the worksheet, select cell range E3:K25. Print the selection, portrait orientation, with 1-inch margins. Center horizontally on page.
- Display formulas. Change the footer to **Printout 2** underneath your **contestant number**. Change orientation to landscape. Adjust width of columns to accommodate fitting on one page. Print.
- Print the chart in landscape orientation. Include the footer with **Printout 3** underneath your **contestant number**.

Hand in all printouts in the correct order.