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** |  |