Time:	
Rank:	

ADVANCED SPREADSHEET APPLICATIONS (235)

REGIONAL – 2018

Job: Weekly Payroll Report

_____(395 points)

TOTAL POINTS

_____(395 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 ninety (90) minutes testing time No more than ten (10) minutes wrap-up

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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 printouts in the correct printout order (included in instructions).
- 4. Write your contestant number in the provided spaces on the test cover page.
- 5. Center the following information in a header on each printout: the file name and the sheet name. Each item should appear on a separate line in the header.
- 6. Proofread carefully and make sure no information is truncated.
- 7. Center each worksheet vertically and horizontally on the page and fit each worksheet on one page. *Print all worksheets in Landscape format.*

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SCORING

Printout 1	Points	Score
Typos (0 errors-50 points, 1 error-40 points, 2-errors 20 points, 3-errors 10 points, 4 or more errors-0 points)	50	
Row 1 Title Cell Style merged and centered through I	5	
Row 2 Heading 4 Cell Style; merged and centered through I	5	
Thick box border around A1:I2	5	
Worksheet header showing contestant file name and sheet tab name Carla's Payroll	5	
Row 4 Heading 3 cell style – center aligned	5	
Row 17 – Tax Rate title bold and centered and underlined with border around A17:B20	5	
B5:B15 formatted with 2 decimal places	5	
Formatted as currency, floating \$, 2 decimal places for range C5:I5 and C15:I15	10	
Currency style, 2 decimal places with no dollar signs in range C6:I14	10	
Conditional formatting in range B5:B14	10	
Total Cell Style A15:I15	10	
Printout in landscape orientation (5 points) and centered horizontally and vertically (5 points)	10	
Subtotal Printout 1	135	
Subtotal Printout 1	135	
Subtotal Printout 1 Printout 2	135 Points	Total
Subtotal Printout 1 Printout 2 Correct IF Function in D5	135 Points 40	Total
Subtotal Printout 1 Printout 2 Correct IF Function in D5 Formula in E5 with absolute reference	135 Points 40 10	Total
Subtotal Printout 1 Printout 2 Correct IF Function in D5 Formula in E5 with absolute reference Correct Value in E5	135 Points 40 10 10	Total
Subtotal Printout 1 Printout 2 Correct IF Function in D5 Formula in E5 with absolute reference Correct Value in E5 Formula in F5 with absolute reference	135 Points 40 10 10 10	Total
Subtotal Printout 1 Printout 2 Correct IF Function in D5 Formula in E5 with absolute reference Correct Value in E5 Formula in F5 with absolute reference Correct value in F5	135 Points 40 10 10 10 10 10	Total
Subtotal Printout 1 Printout 2 Correct IF Function in D5 Formula in E5 with absolute reference Correct Value in E5 Formula in F5 with absolute reference Correct value in F5 Formula in G5 with absolute reference	135 Points 40 10 10 10 10 10 10 10 10	Total
Subtotal Printout 1 Printout 2 Correct IF Function in D5 Formula in E5 with absolute reference Correct Value in E5 Formula in F5 with absolute reference Correct value in F5 Formula in G5 with absolute reference Correct value in F5 Formula in G5 with absolute reference Correct value in G5	135 Points 40 10 10 10 10 10 10 10 10	Total
Subtotal Printout 1 Printout 2 Correct IF Function in D5 Formula in E5 with absolute reference Correct Value in E5 Formula in F5 with absolute reference Correct value in F5 Formula in G5 with absolute reference Correct value in F5 Formula in G5 with absolute reference Formula in G5 with absolute reference Formula in G5 with absolute reference Correct value in G5 Formula in H5 with correct value	135 Points 40 10 10 10 10 10 10 20	Total
Subtotal Printout 1 Printout 2 Correct IF Function in D5 Formula in E5 with absolute reference Correct Value in E5 Formula in F5 with absolute reference Correct value in F5 Formula in G5 with absolute reference Correct value in G5 Formula in H5 with correct value Formula in I5 with correct value	135 Points 40 10 10 10 10 10 10 20 20	Total
Subtotal Printout 1 Printout 2 Correct IF Function in D5 Formula in E5 with absolute reference Correct Value in E5 Formula in F5 with absolute reference Correct value in F5 Formula in G5 with absolute reference Correct value in F5 Formula in G5 with absolute reference Correct value in G5 Formula in H5 with correct value Formula in I5 with correct value SUM Function in B15 and D15:I15 with correct value	135 Points 40 10 10 10 10 10 20 20 20	
Subtotal Printout 1 Printout 2 Correct IF Function in D5 Formula in E5 with absolute reference Correct Value in E5 Formula in F5 with absolute reference Correct value in F5 Formula in G5 with absolute reference Correct value in G5 Formula in H5 with correct value Formula in 15 with correct value SUM Function in B15 and D15:I15 with correct value Printout in landscape orientation (5 points) and centered horizontally and vertically (5 points)	135 Points 40 10 10 10 10 10 10 20 20 10 10	Total
Subtotal Printout 1 Printout 2 Correct IF Function in D5 Formula in E5 with absolute reference Correct Value in E5 Formula in F5 with absolute reference Correct value in F5 Formula in G5 with absolute reference Correct value in G5 Formula in H5 with correct value Formula in I5 with correct value Formula in I5 with correct value SUM Function in B15 and D15:I15 with correct value Printout in landscape orientation (5 points) and centered horizontally and vertically (5 points) Printout scaled to fit on one page	135 Points 40 10	

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Printout 3	Points	Total
Chart is a 3-D Clustered Column chart with correct data	20	
Chart is titled Carla's Weekly Payroll	10	
Moved to own sheet without using copy/paste	20	
Data Callout with only employee names showing	10	
Data Callout with largest amount only shaded grey.	10	
All printouts submitted in correct order as instructed	10	
Subtotal Printout 3		
TOTAL POINTS	395	

Special Instructions

Please use the following procedures for each worksheet that you submit:

- ✓ Save early and often. Loss of data, for any reason, is the contestant's responsibility.
- \checkmark Check the spelling on all worksheets.
- ✓ Put your contestant number in the right section of footer on each printout. Your name or initials should *not* appear on any work you submit.
- ✓ Center the following information in a header on each printout: the file name and the sheet name. Each item should appear on a separate line in the header.
- \checkmark Proofread carefully and make sure no information is truncated.
- ✓ Center each worksheet vertically and horizontally on the page and fit each worksheet on one page. *Print all worksheets in Landscape format.*

Carla is computerizing her payroll information to become more efficient. You are being asked to update the payroll report to include certain mandatory deductions and to add overtime computations.

• Create a new Excel Spreadsheet file and save the file as 235_AdvSpreadR18_ContestantNumber in the location specified by the proctor. Enter only the spreadsheet data, not the header information.

• Rename Sheet 1: Carla's Payroll.

Type the following information as shown below. All type is Times New Roman font size 12.

A	В	С	D	E	F	G	Н
Carla's Carpet a	and Uphoistery Cleanin	g					
Weekly Payrol	i keport						
	Hours	Hourby		Social		Federal	Ctat-
Freedowne	Hours	Houriy	Create Dave	Social	Mardiana	Federal	State
Employee	worked	Pay Rate	Gross Pay	Security	wedicare	Tax	Tax
Henry, Billie	45.25	15.5					
Louise, Alberta	a 40	12.75					
Thomas, Edwa	rd 32.5	15					_
Peoples, Sherr	y 34.5	13.1					
Chin, James	37.5	14.8					
Washington, N	loah 24.24	12.5					
Belcher, Patric	k 49	15.5					
Scott, Alfred	41.5	12.25					
Ruiz, Sam	40	14.5					
Anthony, Susa	n 28	13.5					
Totals							
Tax Rates							
Social Security	Tax 6.20%						
Medicare Tax	1.45%						
Federal Tax	18.50%						

Formatting:

- ✓ In Row 1 apply Title Cell Style and Merge and Center through column I.
- ✓ In Row 2 apply Heading 4 Cell style and Merge and Center through column I.
- ✓ Select A1:I2 and apply a thick box border.
- ✓ In Row 4 apply Heading 3 Cell style and Center Align headings.
- ✓ In Row 17 Center the word Tax Rates in the cell A17, Bold and Underline.
- ✓ Select A17:B20 and apply a thick box border.
- \checkmark Add two decimal places to the range B5:B14.
- ✓ Apply currency style, 2 decimals places and floating dollar sign to C5:I5 and C15:I15.
- ✓ Apply currency style, 2 decimals with no dollar sign to C6:I14.
- ✓ In Row 15 apply the Total Cell Style A15:I15.
- ✓ Use conditional formatting to change the formatting to white font on an orange background in any cell in the range B5:B14 that contains a value equal to or greater than 40.

Formulas:

- ✓ In D5 write an IF function that calculates gross pay for <=40 hours and to add overtime to regular pay for >40 hours at the 1.5 rate. Using the fill handle copy the formula to D14.
- ✓ In E5-F5-G5 write a formula that calculates deductions by multiplying the tax rates in the Tax Rate table by the Gross Pay and copy that formula using absolute values.
- \checkmark In H5 State Tax is 20% of federal withholding. Write a formula to calculate state tax.
- \checkmark In I5 write a formula that determines the employees net pay.
- \checkmark In B15 and D15:I15 calculate the totals using the Sum function.
- ✓ Print worksheet vertically and horizontally on the page and fit on one page. *Print all worksheets in Landscape format.*

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Charts:

- ✓ Using employees' names and net pay:
 - Create a 3D Clustered Column chart
 - Move it to its own sheet.
 - Add the title, Carla's Weekly Payroll.
 - Add Data callouts with only employee names showing
 - Shade the callout with largest amount to grey.
- ✓ Name the sheet tab Payroll Chart

CORRECT ORDER FOR TURNING IN PRINTOUTS

- ✓ Print Carla's Payroll
- ✓ Print Carla's Payroll showing formulas
- ✓ Print Payroll Chart