

Contestant Number: \_\_\_\_\_

Time: \_\_\_\_\_

Rank: \_\_\_\_\_

# ADVANCED SPREADSHEET APPLICATIONS (235)

## REGIONAL – 2019

Job: Financial Projections \_\_\_\_\_ (400 points)

**TOTAL POINTS** \_\_\_\_\_ (400 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

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. **Key your contestant number and printout number in the right section of a footer on each printout. Adjust the printout number as needed for 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 jobs in the correct printout order (included in instructions).
4. Write your contestant number in the provided space 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. Print all worksheets in *Landscape* format and fit to *one* page.

## SCORING

<b>Printout 1 (all points or nothing for following formatting steps unless noted)</b>	<b>Points</b>	<b>Score</b>
Typos (0 errors 50 points, 1 error 40 points, 2 errors 30 points, 3 errors 20 points, 4 or more errors 0 points)	50	
Printout with contestant and printout number on right side of footer (5 points) with file name (5 points) and tab name (5 points) listed in the header, each on a different line	15	
Cell A1 to 28 point and Bold	5	
Cell A2 to 16 point and Bold	5	
Thick box border with gray 25% fill around A1:H2	5	
H2 shows current date formatted as 00/00/00	5	
In the range A3:H:3 and apply the heading 2 cell style and 45 degree alignment	5	
Cells A6:H6, A14:H14, A16:H:16 have the Total Cell Style	5	
Cells A5, A9:A13, A19:A25 have increase indent	5	
Cells A4, A8, A16:H16 and A18 words are Bold and have Gray 25% fill.	5	
B4:H4 is currency style, 2 decimals places and floating dollar sign	5	
B5:H5 and B9:H13 is comma style	5	
B9 should be formatted to display a Zero not a dash	5	
Conditional formatting in B9:G9 with white bold font and black background in cells in equal to 2,500	5	
Printout in landscape orientation with no truncated information on one page	5	
<b>Subtotal Printout 1</b>	<b>130</b>	

<b>Printout 2</b>	<b>Points</b>	<b>Total</b>
Printout with contestant and printout number on right side of footer (5 points) with file name (5 points) and tab name (5 points) listed in the header, each on a different line	15	
In H2 =now() or =today() function	5	
In B4 Correct formula with absolute reference (Revenue times 1-Margin %) (No points if absolute reference not used)	10	
In B6 Correct formula (Gross Margin – Revenue)	10	
In B9 correct IF statement with absolute reference (No points if not absolute)	30	
In B10 correct formula with absolute reference (No points if not absolute)	10	
In B11 correct formula with absolute reference (No points if not absolute)	10	
In B12 correct formula with absolute reference (No points if not absolute)	10	
In B13 correct formula with absolute reference (No points if not absolute)	10	
In B14 Sum Function with correct value	10	
In B16 correct formula and value for operating income (Gross Margin-Total Expenses)	10	
In cells H4:H6, H9:H14 and H16 the SUM function and correct value	10	
Formula page printed in landscape orientation (5 points) and fit to one page (5 points)	10	
<b>Subtotal Printout 2</b>	<b>150</b>	
<b>Printout 3</b>	<b>Points</b>	<b>Total</b>
Printout with contestant number on right side of footer (5 points) and file name (5 points) on one line and tab name listed in the header (5 points) on a different line	15	
Chart is a 3-D Clustered Column chart with correct data	10	
Moved to own sheet without using copy/paste with named sheet Chart	10	
Chart is titled <b>LuLu’s Candy Financial Projection</b>	10	
Data labels with value on the inside end	10	
Table Style 5 selected	10	
Only Bonus bar should be filtered out of chart	10	
Printout completed as instructed with contestant and printout number on right side of footer (5 points) and file name (5 points) and tab name listed in the header (5 points)	15	
<b>Subtotal Printout 3</b>	<b>90</b>	
<b>Printout 4</b>	<b>Points</b>	<b>Total</b>
Complete Goal Seek command with Operating Income (H16) and Margin Assumption (B19) adjusted according to the answer key (all or nothing)	20	
Print Area A16:H25 with Column and Row headings printed only (all or nothing)	10	
<b>Subtotal Printout 4</b>	<b>30</b>	
<b>TOTAL POINTS</b>	<b>400</b>	

**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.
- ✓ Check the spelling on all worksheets.
- ✓ Put your contestant number and printout number, each on a separate line, in the right section of the 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.
- ✓ Proofread carefully and make sure no information is truncated.
- ✓ *Print all worksheets in Landscape format and fit each worksheet on one page.*

LuLu's Candy Shop operates a kiosk in the local mall which offers a variety of candy that you can choose from. You are asked as the chief executive officer to project the monthly sales revenues, costs of goods sold, gross margin, expenses and operating income for the upcoming six-month period and then create an expense chart.

- Create a new Excel Spreadsheet file and save the file as **235\_AdvSpreadR19\_ContestantNumber** in the location specified by the proctor.
- Rename Sheet 1: ***LuLu's Financial Projection***

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

	A	B	C	D	E	F	G	H
1	LuLu's Candy Shop							
2	Six-Month Financial Projection							
3		January	February	March	April	May	June	Total
4	Revenue	74,750	77,500	90,250	91,500	93,800	96,725	
5	Cost of Goods Sold							
6	Gross Margin							
7								
8	Expenses							
9	Bonus							
10	Commission							
11	Kiosk Rental							
12	Marketing							
13	Equipment Repair and Maintenance							
14	Total Expenses							
15								
16	Operating Income							
17								
18	What-If Assumptions							
19	Margin	75.25%						
20	Bonus	\$2,500						
21	Sales Revenue for Bonus	75,000						
22	Commission	25.00%						
23	Kiosk Rental	15.00%						
24	Marketing	5.00%						
25	Equipment Repair and Maintenance	2.50%						

**Formatting:**

- ✓ In Row 1 – Increase font size in cell A1 to 28 point and Bold.
- ✓ In Row 2 – Increase font size in cell A2 to 16 point and Bold.
- ✓ Select A1:H2 and apply a thick box border with a gray 25% fill.
- ✓ In H2 use the system date function and format the current date to 00/00/00 (2 digit month, 2 digit date, 2 digit year).
- ✓ In Row 3 – Select the range A3:H:3 and apply the Heading 2 cell style and 45 degree alignment.
- ✓ Select non-adjacent cells A6:H6, A14:H14, A16:H16 and apply the Total Cell Style.
- ✓ Select non-adjacent cells A5, A9:A13, A19:A25 and increase indent.
- ✓ Select non-adjacent cells A4, A8, A16:H16 and A18 and format Bold and Gray 25% fill.
- ✓ Apply currency style, 2 decimals places and floating dollar sign to B4:H4.
- ✓ Apply comma style to B5:H5 and B9:H13.
- ✓ Use conditional formatting to change the formatting to white bold font and black background in any cell in the range B9:G9 that contains a value equal to 2,500.

**Formulas:**

- ✓ In B4, using a formula, calculate the Cost of Goods Sold as Revenue times (1-Margin %), and then using the fill handle, copy the formula across to G5 using absolute references where needed.
- ✓ In B6, using a formula, calculate the Gross Margin by subtracting the Cost of Goods Sold from Revenue, and then using the fill handle, copy the formula across to G6.
- ✓ In B9 write an IF Statement that will reward a Bonus (B20) if the monthly sales revenue is greater than the assumption for Sales Revenue for Bonus (B21), otherwise it shows a 0 (Zero). Then using the fill handle, copy the formula across to G9 using absolute references where needed.
- ✓ In B10 create the formula Revenue times the Commission Assumption. Then using the fill handle, copy the formula across to G10 using absolute references where needed.
- ✓ In B11 create the formula Revenue times the Kiosk Rental Assumption. Then using the fill handle, copy the formula across to G11 using absolute references where needed.
- ✓ In B12 create the formula Revenue times the Marketing Assumption. Then using the fill handle copy, the formula across to G12 using absolute references where needed.
- ✓ In B13 create the formula Revenue times the Equipment Repair and Maintenance Assumption. Then using the fill handle, copy the formula across to G13 using absolute references where needed.

- ✓ In B14 use the sum function to total your expenses; then using the fill handle, copy the formula across to G14.
- ✓ In B16 write a formula that will calculate your operating income; then using the fill handle, copy the formula across to G16.
- ✓ Select the non-adjacent cells H4:H6, H9:H14 and H16 and use the SUM function to add totals.
- ✓ **Printout 1**--Print as directed in the Special Instructions.
- ✓ **Printout 2**—Print a formulas worksheet as directed in Special Instructions.

**Charts:**

- ✓ Using the Months (B3:G3) and Itemized Expenses (A9:G13):
  - Create a 3D Clustered Column chart
  - Move it to a new sheet named Chart
  - Add the title, Lulu's Candy Financial Projection
  - Add Data Labels on the Inside End
  - Select Style 5
  - Filter to remove Bonus bar only from Chart
  - **Printout 3**—Print the chart as directed in Special Instructions.

**What If Assumption:**

- ✓ Using the What If Assumption determine the Margin Assumption that would result in an Operating Income of 200,000
- ✓ Set the print area to A16:H25 and Print and fit to one page with column and row headings displayed on printout
- ✓ **Printout 4**—Print as directed.

**CORRECT ORDER FOR TURNING IN PRINTOUTS**

- ✓ Print out 1: Print LuLu's Financial Projection
- ✓ Printout 2: Print LuLu's Financial Projection formula version
- ✓ Printout 3: Print Chart
- ✓ Printout 4: What If Assumption