FUNDAMENTAL SPREADSHEET APPLICATIONS

(230)

REGIONAL – 2020

**Production Portion:**

Job 1: Create Spreadsheet with Formulas (135 points)

Job 2: Format Spreadsheet (105 points)

Job 3: 3-D Clustered Column chart

(60 points)

***TOTAL POINTS (300 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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*Workplace Skills Assessment Program* competition.

# GENERAL INSTRUCTIONS

1. Make certain this test booklet contains Jobs 1-3.
2. Key all jobs according to the instructions given.
3. Correct any obvious keyboarding errors and incorporate any editing notations.
4. Correct any errors in formatting. Use formatting shown in the *Style & Reference Manual*.
5. For any problem where you would normally key your reference initials, key your contestant number. Your name or initials should *not* appear on any work you submit.
6. Key your contestant number and job number as the footer in the lower left-hand corner of all work submitted unless otherwise specified.

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| *Example*: |
| 99-9999-9999  Job 1 |

1. If you finish before the end of the testing time, notify the proctor. Time may be a factor in determining a winner when there is a tie score.
2. When turning in your materials, place your scoring sheet on top of your jobs. The jobs should be arranged in numerical order. Turn in all partial jobs completed
3. Center all worksheets vertically and horizontally to print on one page.
4. Print all worksheets in Landscape format.
5. Print each chart on a separate sheet.

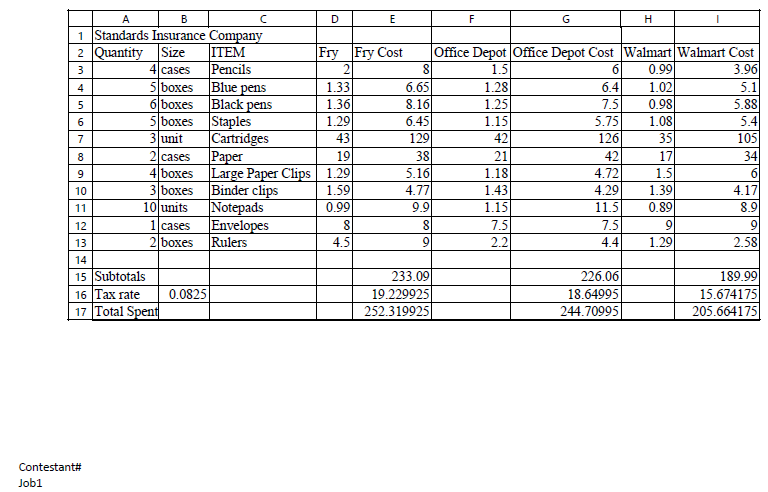
**Scenario**

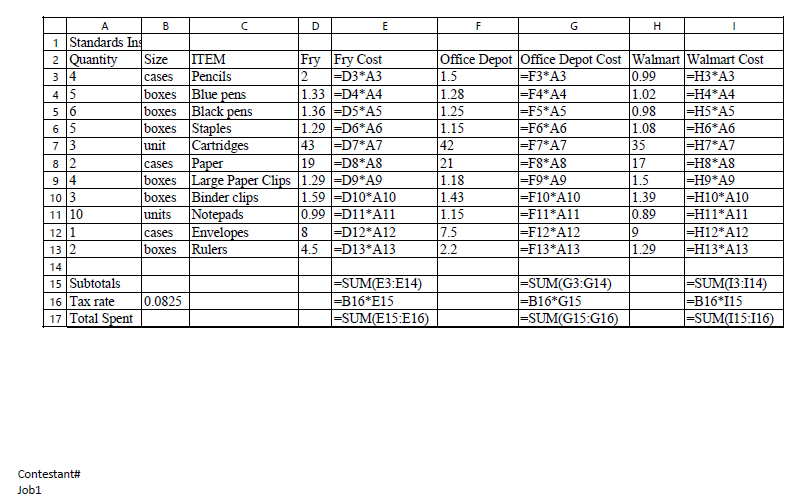
You work for Professional Business of America. You have been tasked to create a spreadsheet that compares the prices for office supplies needed for the company. You have picked the three major stores in the area that will deliver the supplies to your company. Using the information you have gathered from the website to create the comparison spreadsheet. You don’t have to worry about shipping, you are ordering enough to receive free shipping on the order.

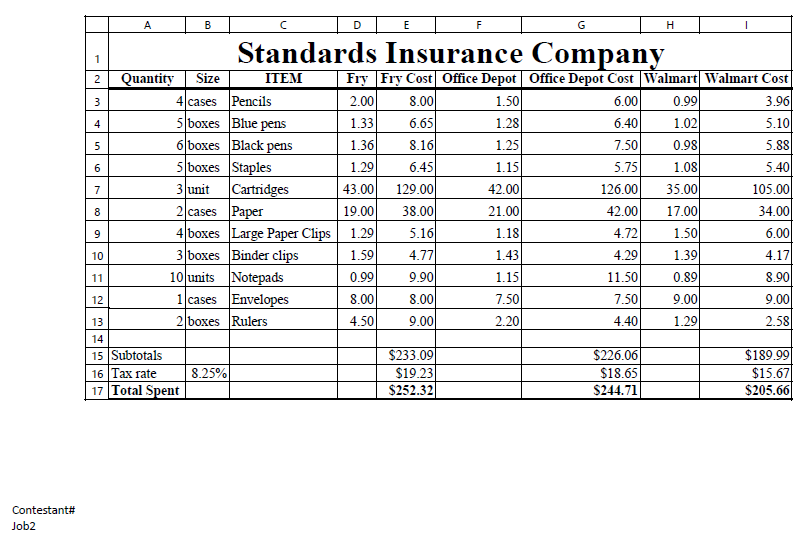
**GRADER: points are all or none unless otherwise noted!**

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| **Job 1 (Worksheets with answers and formulas)** | **Points Possible** | **Points Earned** |
| Contestant # and Job # in left section of footer | 5 |  |
| 12 pt. Times New Roman font used for data | 10 |  |
| Worksheet printed landscape on one page centered vertically and horizontally with gridlines and headings | 10 |  |
| The following information inserted in row immediately under pencils   * 5, Boxes, Blue pens, 1.33 for the Fry price, 1.28 for Office Depot price, 1.02 for Walmart price | 5 |  |
| The following information inserted in row under blue pens   * 6, Boxes, Black pens, 1.36 for Fry price, 1.25 for Office Depot price, .98 for Walmart price | 5 |  |
| Insert a new row under large paper clips with the following information entered into it:   * 3, Boxes, Binder Clips, 1.59 for Fry price, 1.43 for Office Depot price, 1.39 for Walmart price | 5 |  |
| In cell E3, create a formula to calculate the total cost per item. Fill to cells E4:E13 | 5 |  |
| In cell G3, create a formula to calculate the total cost per item. Fill to cells G4:G13 | 5 |  |
| In cell I3, create a formula to calculate the total cost per item. Fill to cells I4:I13. | 5 |  |
| In cell E15, create a function that calculates the sum total cost for all items bought from Fry store. | 5 |  |
| In cell G15, create a function that calculates the sum total cost for all items bought from Office Depot. | 5 |  |
| In cell I15, create a function that calculates the sum total cost for all items bought from Walmart. | 5 |  |
| In cell E16, create a formula that calculates the total tax cost for the Fry store. | 5 |  |
| In cell G16, create a formula that calculates the total tax cost for the Office Depot. | 5 |  |
| In cell I16, create a formula that calculates the total tax cost for the Walmart. | 5 |  |
| In cell E17, create a formula that calculates the total order cost with tax for Fry store. | 5 |  |
| In cell G17, create a formula that calculates the total order cost with tax for Office Depot. | 5 |  |
| In cell I17, create a formula that calculates the total order cost with tax for Walmart. | 5 |  |
| Quantities updated (5 points each):   * Item Pencils; quantity from 2 to **4** * Item Staples; quantity from 3 to **5** * Item Cartridges; quantity from 1 to **3** | 15 |  |
| Adjust all column widths so information shows | 10 |  |
| Worksheet printed landscape on one page showing formulas centered vertically and horizontally on the page with gridlines and headings | 10 |  |
| **Subtotal** | **135** |  |

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| **Job 2 (Formatted worksheet)** | **Points Possible** | **Points Earned** |
| Contestant # and Job # in left section of footer | 5 |  |
| Merge and Center the title over the data | 5 |  |
| Format the title to bold and size 28 | 10 |  |
| Decrease column A width to 8 | 5 |  |
| Decrease column D width to 10 | 5 |  |
| Center align and bold row 2 headings | 10 |  |
| Bold and place a Top and Double Bottom Border on cells: A17 to I17 | 10 |  |
| Change the format for cells D3:I13 from general to number with 2 decimal places | 10 |  |
| Change the number format for cells E17, G17, I17 to Currency with 2 decimal places | 10 |  |
| Number format to percentage with 2 decimal for B16 | 10 |  |
| Apply a thick bottom border to cells A2 to I2 | 5 |  |
| Change the margins to L=**.**45; R=**.**2; T=**.**25; B=**.**25 | 5 |  |
| Rows 3 to 13 increase row height to 20 | 5 |  |
| Print out the formatted spreadsheet with centered horizontally and vertically on one page | 10 |  |
| **Subtotal** | **105** |  |
| **Job 3 (Clustered Bar Chart)** | **Points Possible** | **Points Earned** |
| Contestant # and Job # in left section of footer | 5 |  |
| 3-D Clustered Column Chart created from total cost for each store by item | 20 |  |
| Printed on full sheet, landscape in black and white | 10 |  |
| Correct title: Cost Comparison by Store | 5 |  |
| Use chart layout #3 | 5 |  |
| Chart style #5 | 5 |  |
| Move the legend to the right of the chart | 10 |  |
| **Subtotal** | **60** |  |
| **TOTAL POINTS** | **300** |  |

**JOB 1:** Create Spreadsheet with Formulas



**JOB 2:** Format the Spreadsheetyou created in Job 1

**JOB 3:** Create a 3-D Clustered Column Chart

