ADVANCED SPREADSHEET APPLICATIONS

(235)

REGIONAL – 2020

**Production:**

Job 1: Create Spreadsheet with Formulas (165 points)

Job 2: Clustered Bar Chart (70 points)

***TOTAL POINTS***  ***(235 points)***

**Judge/Graders: Please double check and verify all scores and answer keys!**

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*Workplace Skills Assessment Program* competition.

# GENERAL INSTRUCTIONS

1. Make certain this test booklet contains Jobs 1-2.
2. Put your contestant and job number in the right section of the footer on each printout. Your name or initials should *not* appear on any work you submit.
3. 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.
4. When turning in your contest, the jobs should be arranged in printout order. On Page 3 is the rubric that will be used in scoring your printouts.

**Special Instructions**

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

1. Save early and often. Loss of data, for any reason, is the contestant’s responsibility.
2. Check the spelling on all worksheets.
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.
6. Key your contestant number and the job number in the right section of a footer on each worksheet and chart.

**Scenario**

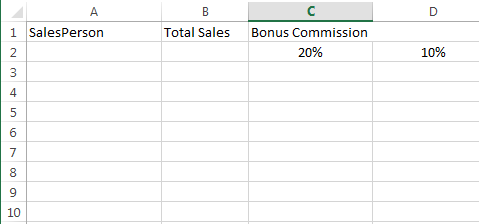
You need to calculate the salespeople’s commission for the last 6 months of sales. Use the information below to create your spreadsheet.

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

|  |  |  |
| --- | --- | --- |
| **Job 1 (Worksheets with answers and formulas)** | **Points Possible** | **Points Earned** |
| Contestant # and Job # in right section of footer | 10 |  |
| 11 pt. Calibri font used for data | 5 |  |
| Format row 1 with heading 3. | 5 |  |
| Format A3 and A4 as a merge and center | 5 |  |
| Center align C2 and D2. | 5 |  |
| Insert text file and name the new worksheet named 2018 Sales Detailed View | 15 |  |
| Format 2018 Sales Detailed View as a table style light 9 | 5 |  |
| In the summary worksheet, in cells A3-A32 that creates a 3D reference that brings in the salesperson’s name. Fill down | 15 |  |
| In the summary worksheet format the cells B3-B32 with currency with 2 decimal places. | 5 |  |
| In the summary worksheet create a conditional formatting in cells A3:A32 using the 3 arrows icon, that has the following conditions   * Green > 40,000; Yellow> 30,000 | 30 |  |
| In cell C3 create a function that will calculate the 20% commission for those salespeople who have sales $40,000 or greater. If the sales are less than 40,000 then leave the cell blank. Fill function down. | 20 |  |
| Format C3:C32 with currency with 2 decimal places. | 5 |  |
| In cell D3, create a function that will calculate the 10% commission for those salespeople who have sales $39,999 or less. If the sales are greater than $39,999 then leave the cell blank. Fill function down. | 20 |  |
| Format cell D3 with currency with 2 decimal places. | 5 |  |
| Print Summary and 2018 Sales Detailed View worksheets printed landscape on one page showing answers and formulas centered vertically and horizontally on the page. 2 printouts when done. | 15 |  |
| **Subtotal** | **165** |  |
| **Job 2 (Clustered Bar Chart)** | **Points Possible** | **Points Earned** |
| Contestant # and Job # in right section of footer | 10 |  |
| Clustered Bar Chart created from total sales | 10 |  |
| Printed on full sheet, landscape in black and white | 10 |  |
| Title size 28 in Calibri new font | 10 |  |
| Use chart layout #9 | 5 |  |
| Format the series with a fill of yellow color | 10 |  |
| Format the series labels to automatic text color | 10 |  |
| Remove the legend from the chart | 5 |  |
| **Subtotal** | **70** |  |
| **TOTAL POINTS** | **235** |  |

**JOB 1:** Create Spreadsheet with Formulasand format spreadsheet.

1. Enter the following data into an Excel spreadsheet shown below and name the worksheet Summary. Use Calibri size 11 font and landscape orientation.



1. Format row 1 with heading 3.
2. Format C1 and D1 as a merge and center.
3. Center align C2 and D2.
4. Insert the text file and name the new worksheet 2018 Sales Detailed View.
5. Format 2018 Sales Detailed View as a table style light 9.
6. In the Summary worksheet, in cells A3- A32 that creates a 3-D function that brings in the salesperson’s name. Fill down.
7. In the Summary worksheet format cells B3-B32 with currency with 2 decimal places.
8. Create a conditional formatting using the 3 arrows icon that has the following conditions
   1. Green > 40,000
   2. Yellow > 30,000
9. In cell C3 create a function that will calculate the 20% commission for those salespeople who have sales $40,000 or greater. If the sales are less than 40,000 then leave the cell blank. Fill function down.
10. Format the cell C3:C32 as currency with 2 decimal places
11. In cell D3, function that will calculate the 10% commission for those salespeople who have sales $39,999 or less. If the sales are greater than $39,999 then leave the cell blank. Fill the function down.
12. Format cell D3:D32 as currency with 2 decimal places.
13. Print a copy of the 2018 Sales Detailed View worksheet vertically and horizontally centered in landscape view to one page.
14. Print a copy of the Summary worksheet vertically and horizontally centered in landscape view to one page.
15. Print a copy of the Summary worksheet showing the formulas vertically and horizontally centered in landscape view to one page.

**JOB 2:** Create a Clustered Bar Chart

Create a chart from the spreadsheet you have created in the previous jobs showing the total sales per salesperson. It should be **moved** to its own sheet and the sheet names summary chart. Format the chart to look like the following.

* Title is Calibri font size 28.
* Make sure the chart is in layout #9.
* Remove the legend from the chart.
* Fill the series to yellow color.
* Change the series labels to automatic text color.
* Print out the formatted chart on one full page in black and white.

You should have the following four printouts:

Job 1—formatted worksheet and formulas

Job 2—clustered bar chart