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

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

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



**SPREADSHEET APPLICATIONS**

(930)

**REGIONAL 2022**

**Production:**

**Job 1: Worksheets with answers and formulas \_\_\_\_\_\_\_\_\_\_ (55 points)**

**Job 2: Formatting Worksheet \_\_\_\_\_\_\_\_\_\_ (40 points)**

**Job 3: Chart \_\_\_\_\_\_\_\_\_\_ (25 points)**

**TOTAL POINTS \_\_\_\_\_\_\_\_\_\_ (120 points)**

**Test Time: 60 minutes**

**GENERAL GUIDELINES:**

*Failure to adhere to any of the following rules will result in disqualification:*

1. Member must hand in this test booklet and all printouts if any.
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 (handwritten, photocopied, or keyed) are allowed in the testing area.
3. Electronic devices will be monitored according to ACT standards.
4. Put your Member ID and printout number in the right section of the footer on each printout unless instructed otherwise. Your name or initials should *not* appear on any work you submit.
5. 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.
6. When turning in your contest, the jobs should be arranged in printout order.

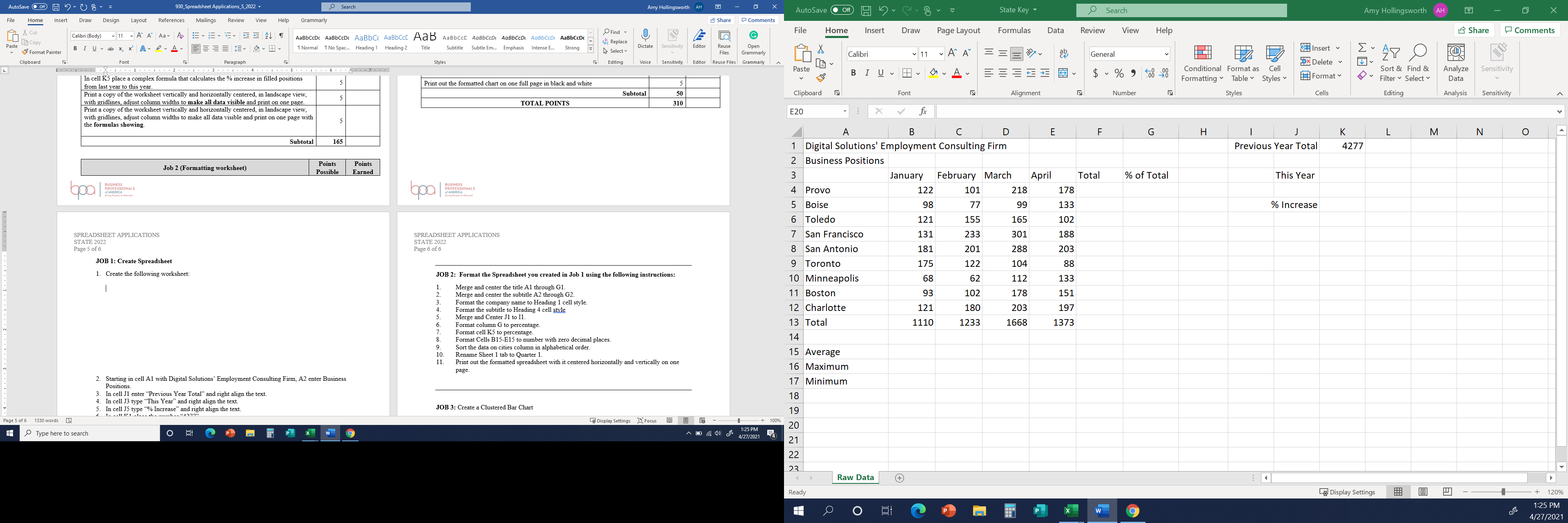
**SCENARIO:**

**You work for Digital Solutions’ Employment Consulting Firm. Today your manager asked you to create a spreadsheet and chart comparing last year Quarter 1 Business Positions to this year’s Business Positions found. Your company works with multiple cities throughout the United States and Canada.**

|  |  |  |
| --- | --- | --- |
| **Job 1** | **Points Possible** | **Points Earned** |
| Member ID and Job # in right section of footer | 5 |  |
| Calibri Size 11 font used for data | 5 |  |
| Insert a formula to calculate the city totals in Column F | 5 |  |
| Insert a formula to calculate totals for each month in Row 13 | 5 |  |
| Insert a formula in Column G that calculates the percentage of the total | 5 |  |
| Insert a function in Row15 that calculates the averages filled positions for each month | 5 |  |
| Insert a function in Row16 that calculates the maximum filled positions for each month | 5 |  |
| Insert a function in Row 17 that calculates the lowest positions filled for each month | 5 |  |
| Insert a cell reference for the total in cell K3 | 5 |  |
| In cell K5 insert a formula to calculate the % Increase | 5 |  |
| Print landscape on one page centered vertically and horizontally with the formulas showing | 5 |  |
| **Subtotal** | **55** |  |
| **Job 2** | **Points Possible** | **Points Earned** |
| Member ID and Job # in right section of footer | 5 |  |
| Merge and center A1 through G1 and A2 through G2 | 5 |  |
| Merge and Right Align J1 to I1 | 5 |  |
| Format column G to a percentage, 0 decimal places | 5 |  |
| Format cell K5 to a percentage, 0 decimal places | 5 |  |
| Format all other numbers to commas style with zero decimal places | 5 |  |
| Sort the data on cities column in alphabetical order | 5 |  |
| Print formatted spreadsheet with it centered horizontally and vertically on one page | 5 |  |
| **Subtotal** | **40** |  |
| **Job 3 (Clustered Bar Chart)** | **Points Possible** | **Points Earned** |
| Member ID and Job # in right section of footer | 5 |  |
| Select the chart style 2 | 5 |  |
| Chart titled “Business Positions Filled by City” | 5 |  |
| Title font size 18 | 5 |  |
| Print out the formatted chart on one full page | 5 |  |
| **Subtotal** | **25** |  |
| **TOTAL POINTS** | **120** |  |

**JOB 1: Create Spreadsheet**

1. Create the following worksheet:



1. In column F, place a function that calculates the total four months per city.
2. In Cell B13 place a function that calculates each month’s positions filled.
3. Fill this function over to cell F13
4. In Cell G4, place a formula that calculates the percentage of the total.
5. Fill these formulas down to cell G12.
6. Place a function in Cell B15 that averages January’s filled positions.
7. Fill this function over to cell E15
8. Insert a function in cell B16 that calculates the maximum filled positions for January.
9. Fill this function over to cell E16.
10. Insert a function in cell B17 that calculates the lowest filled positions for January.
11. Fill this function over to E17.
12. Place the cell reference for the total filled positions for all cities and months in cell K3.
13. In cell K5 insert a formula that calculates the % Increase by dividing the previous year by the total this year.
14. Print a copy of the worksheet vertically and horizontally centered, in landscape view, with gridlines, adjust column widths to make all data visible and print on one page with the **formulas showing**.

**JOB 2: Format the Spreadsheet you created in Job 1 using the following instructions:**

1. Merge and center the title A1 through G1.
2. Merge and center the subtitle A2 through G2.
3. Merge and right align J1 to I1.
4. Format column G to percentage, 0 decimal points
5. Format cell K5 to percentage, 0 decimal places.
6. Format Cells B15-E15 to comma style with 0 decimal places.
7. Sort the data on cities column in alphabetical order.
8. Print out the formatted spreadsheet with it centered horizontally and vertically on one page.

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

Create a chart from the spreadsheet you have created in the previous jobs showing the total positions filled by each city. Move the chart to its own sheet and name the chart tab. Format the chart to look like the following.

* Make sure the title of the chart is “Business Positions Filled by City”
* Increase the font size for the title to 18
* Print out the formatted chart on one full page