



**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:*

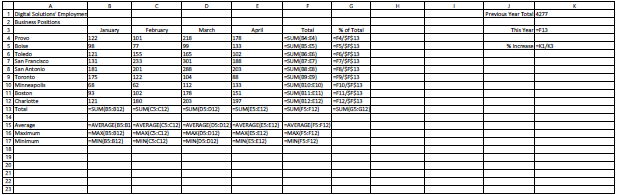
1. Member must hand in this test booklet and all printouts if any.
2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests (handwritten, photocopied, or keyed) are allowed in the testing area.
3. Electronic 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:**

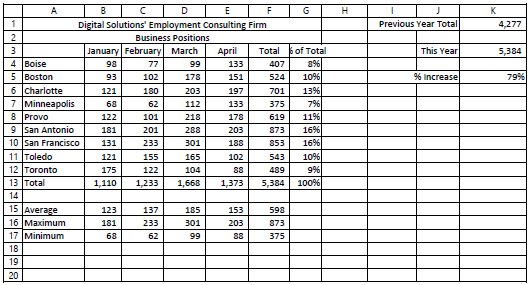
**You work for Digital Solutions’ Employment Consulting Firm. Today your manager asked you to create a spreadsheet and chart comparing last year Quarter 1 Business Positions to this year’s Business Positions found. Your company works with multiple cities throughout the United States and Canada.**

|  |  |  |
| --- | --- | --- |
| **Job 1** | **Points Possible** | **Points Earned** |
| Contestant # 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** |
| Contestant # and Job # in right section of footer | 5 |  |
| Merge and center A1 through G1 and A2 through G2 | 5 |  |
| Merge and Right Align I1 to J1, Right Align column J | 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** |
| Contestant # 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 Formulas**



**Job 2 Formatted**



**Job 3 Chart**

