

Member ID: _____

Time: _____

Rank: _____



FUNDAMENTAL SPREADSHEET APPLICATIONS

(230)

REGIONAL 2023

Production:

Job 1: Basic Formatting/Formulas	_____ (120 points)
Job 2: Entering Data	_____ (65 points)
Job 3: Graphics	_____ (45 points)
Job 4: Charts	_____ (45 points)
TOTAL POINTS	_____ (275 points)

Test Time: 90 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. 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 (handwritten, photocopied, or keyed) are allowed in the testing area.
3. Electronic devices will be monitored according to ACT standards.

EXAM GUIDELINES:

1. Ensure this test booklet contains Jobs 1-4.
2. Key all jobs according to the instructions given.
3. Correct any and all formatting, spelling or grammar errors. Use the formatting guide in the *Style & Reference Manual*.
4. Your name or initials should *not* appear on any work you submit. Use your Member ID in any occasion you would normally key your reference initials.
5. In the lower **right** hand corner of ALL work submitted (unless otherwise specified), key your Member ID and job number.
6. If you complete the event before the end of the time allotted, notify the proctor. Time may be considered a factor in determining a winner when there is a tie score.
7. Place your scoring sheet on top of your jobs. Jobs should be placed in numerical order.

Job 1 – Basic Formatting/Formulas

Directions: Complete the project and add some basic formulas to the workbook.

Open the CLOVER CLOTHING CO file from the folder.

Formatting

Rename Sheet1, Clothing Inventory.

Merge and Center cells A1:G1.

Apply the Title Cell Style to cell A1.

Apply the following format to the text in Row 3:

Times New Roman font, Bold, Size 14, Center alignment

Apply the Fill color, Blue Lighter, Accent 1, 80% to cells A3:G3.

Change the rest of the text to Times New Roman, Size 12.

Apply the Accounting number format to Columns E, F and G with Decimal place 2 and with \$

Adjust the Row Height of Row 3 to 34.5 (46 pixels).

Wrap the text in cell F3.

Adjust the Column Width of Column F to 12 (89 pixels).

Formulas

Sort the table by Category, then by Material. Both alphabetically.

In Cell A23, type TOTAL ITEMS.

Create a COUNT formula in cell B23 to give a total number of clothing items.

In cell G4, insert formula that takes the SUGGESTED SELLING PRICE and subtracts the COST.

Use your AutoFill to copy the formula down through cell G21.

In cell G23, Insert formula to calculate the total of the Gross Profit

Bold the text in Cells A23, B23 and G23.

Apply a Double Underline to cell G21.

Apply the Fill Color, Gold Accent 4, Lighter 40% to cells A23:G23.

Printing

Choose the Show Gridlines option.

Change the Orientation to Landscape.

Center on Page Horizontally and Vertically.

In the footer, key your Member ID and job number and align to the right.

Print your spreadsheet.

Show Formulas, resize columns so they fit the data, Print Formulas.

Job 2 – Entering Data, Graphics and Charts

Directions: Complete the project and add some basic Graphics and Charts to the workbook.

Open the FIRST QUARTER SALES file from the folder.

Data Entry

Enter the following data into your spreadsheet.

B4 – 32	B5 – 39	B6 – 42	B7 – 40
C4 – 21	C5 – 40	C6 – 29	C7 – 34
D4 – 28	D5 – 29	D6 – 44	D7 – 38
E4 – 33	E5 – 36	E6 – 41	E7 – 22

Formatting

Center the text in cells A3:E3 and B4:E7.

Fill cells A3:E3 with Gray, Accent 3, Lighter 40%.

Fill cells A4:A7 with Gold, Accent 4, Lighter 80%.

Merge and Center Cells A1:E1.

Apply the Heading 1 Cell Style to cell A1.

Delete Row 2.

Change the Font of cells A2:E6 to Times New Roman, size 14 pt.

Adjust the Column Width to 14 on columns A through E.

Center on Page Horizontally and Vertically.

In the footer, key your Member ID and job number and align to the right.

Print your spreadsheet.

Job #3 Graphic

Insert the Business Logo image from the folder, into the spreadsheet.

Change the size of the logo to 1” tall by 1.6” wide.

Crop the image so that most of the white background is removed.

Change the height of Row 1 to 70.

Move the image so that it aligns with Row 1, Column B.

Apply the Perspective, Shadow, White Picture Style to the logo.

Center on Page Horizontally and Vertically.

In the footer, key your Member ID and job number and align to the right.

Print your spreadsheet.

Job #4 Chart

Add a 2D-Clustered Column chart to the spreadsheet, comparing the sales of each person.

Apply Chart Style 10.

Change the Chart Color to Colorful Palette 3.

Change the Chart Title to Sales, Times New Roman Size 20 pt.

The Legend should appear on the RIGHT.

Move the Chart so it is centered below the data.

Printing

Center on Page Horizontally and Vertically.

In the footer, key your Member ID and job number and align to the right.

Print your spreadsheet.