



# ADVANCED SPREADSHEET APPLICATIONS (235) **REGIONAL 2023**

**Production:**

**Job 1: Conditional Calculations** \_\_\_\_\_ (265 points)

**Job 2: Print Out with Formulas** \_\_\_\_\_ (50 points)

**Job 3: Sunburst Chart** \_\_\_\_\_ (100 points)

**TOTAL POINTS** \_\_\_\_\_ (415 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.
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 1-3.
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.

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

<b>Job 1 (Conditional Calculations)</b>	<b>Points Possible</b>	<b>Points Earned</b>
Create new sheet called "Membership Recruitment Summary"	10	
Data is keyed onto the sheet accurately	10	
Range A1:D1 is merged and center with style Blue-Gray, Accent 5, Times New Roman font, 24 pt	5	
Range A2:D2 is merged and filled with solid white	5	
Range A3:D3 is formatted with cell style Ice Blue, 40% - Accent 5, Times New Roman Font	5	
SUMIFS formulas are used to properly calculate the number of members registered in each cell D4 through D18. (5 pts for each of the 15 rows)	75	
Range A19:D19 is merged and filled with solid white	5	
A formula (MAX) is used in D20 to determine the highest number of new registrations based on the weeks in February	15	
A formula (MIN) is used in D21 to determine the lowest number of new registrations based on all months of the recruitment year	15	
Range A20:C20 is merged	5	
Range A21:C21 is merged	5	
Range A22:D22 is merged	5	
Range A23:D23 is merged	5	
Ranges A24:C24 and A25:C25 merged	5	
AVERAGEIFS formulas are used to properly calculate the weekly average number of member registrations in D24 (Alabama) and D25 (California)	30	
All cells are center aligned	5	
All cells are formatted to zero decimals	5	
Column widths for Column A to 18, Column B to 23, Column C to 8, and Column D to 40	5	
Sheet name is added to the header	15	
Member ID and Job # are added and right aligned in the footer.	5	
Page layout orientation is set to landscape.	5	
Ranges A1:D1, A3:D18, A20:D21, A23:D25 have borders (inside and outside)	15	
Rows and column headings are printed	5	

Print Out – Membership Recruitment Summary sheet	5	
<b>Subtotal</b>	<b>265</b>	

<b>Job 2 (Print Out with Formulas)</b>	<b>Points Possible</b>	<b>Points Earned</b>
Sheet name is center aligned in the header	5	
Member # and Job # in right section of footer	5	
Orientation is set to landscape	5	
Job prints on a single page	5	
Headings are printed	5	
Print Out shows formulas in ranges D4:D18, D20:D21, D24:D25	25	
<b>Subtotal</b>	<b>50</b>	

<b>Job 3 (Sunburst Chart)</b>	<b>Points Possible</b>	<b>Points Earned</b>
Sheet name is center aligned in the header	5	
Member # and Job # in right section of footer	5	
Orientation is set to landscape	5	
Job prints on a single page	5	
Headings are printed	5	
Sunburst Chart is set to Style 1 and matches chart provided in key	50	
Sunburst Chart covers range A1:J30	5	
Sunburst Chart Title is set to <b>Membership Recruitment Summary</b> with Times New Roman, 14 pt. font	10	
Sunburst Chart colors are set to Monochromatic Palette 5	10	
<b>Subtotal</b>	<b>100</b>	
<b>TOTAL POINTS</b>	<b>415</b>	

Job 1 – Conditional Calculations

	A	B	C	D
1	Membership Recruitment Summary			
2				
3	Quarter	Month	Week	Members Registered
4	1st	Jan		573
5		Feb	Week 1	2759
6			Week 2	1759
7			Week 3	2120
8			Week 4	3544
9		Mar		381
10	2nd	Apr		359
11		May		295
12		Jun		330
13	3rd	Jul		374
14		Aug		329
15		Sep		245
16	4th	Oct		399
17		Nov		447
18		Dec		400
19				
20	Highest February Recruitment Week (Of Members)			3544
21	Lowest Recruitment Month (Of Members)			245
22				
23	Average Weekly February Recruitment			
24	Alabama			536
25	California			2009

Membership Recruitment Summary

Job 2 – Formula Print Out

Membership Recruitment Summary			
A	B	C	D
1			
2	Quarter	Month	Week
3	1st	Jan	Week 1
4	2nd	Feb	Week 2
5	3rd	Mar	Week 3
6	4th	Apr	Week 4
7		May	
8		Jun	
9		Jul	
10		Aug	
11		Sep	
12		Oct	
13		Nov	
14		Dec	
15	Highest February Recruitment Week (Of Members)		
16	Lowest Recruitment Month (Of Members)		
17	Average Weekly February Recruitment		
18	Alabama		
19	California		
20			
21			
22			
23			
24			
25			

Job 3 – Sunburst Chart

