



# **FUNDAMENTAL SPREADSHEET APPLICATIONS**

(230)

## **REGIONAL 2023**

**Production:**

<b>Job 1: Basic Formatting/Formulas</b>	_____ (120 points)
<b>Job 2: Graphics and Charts</b>	_____ (65 points)
<b>Job 3: Graphics</b>	_____ (45 points)
<b>Job 4: Chart</b>	_____ (45 points)
<b>TOTAL POINTS</b>	_____ (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.
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 1-2.
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 (Basic Formatting/Formulas)</b>	<b>Points Possible</b>	<b>Points Earned</b>
Member # and Job # in right section of footer	10	
A1:G1 is Merged and Centered	5	
Title Cell Style applied to A1	5	
Row 3, Times New Roman, Bold, 14 pt., Centered	5	
A3:G3 Filled with Blue Accent 1, 80%	5	
Remaining Text is Times New Roman, Size 12	5	
Accounting Format applied to Columns E, F and G	5	
Row 3 Height to 34.5 (46 pixels)	5	
Cell F3 Wrap Text	5	
Column F width set to 12 (89 pixels)	5	
Table sorted by Category, then by Material	5	
Cell A23 type "TOTAL ITEMS"	5	
Count formula is entered in cell B23	5	
Correct formula in cell G4:G21	5	
Correct formula in cell G23	5	
A23, B23 and G23 are Bold	5	
Double Underline to cell G21	5	
A23:G23 have Gold, Accent 4, Lighter 40% Fill Color	5	
Gridlines show	5	
Landscape Orientation	5	
Data centered horizontally and vertically on page	5	
Print Data and Print Formulas	10	
<b>Subtotal</b>	<b>120</b>	
<b>Job 2-4 (Entering Data, Graphics and Charts)</b>	<b>Points Possible</b>	<b>Points Earned</b>
Member # and Job # in right section of footer	10	
Correct Data Entry Cells B4:E7	5	
Text Centered in cells A3:E3 and B4:E7	5	
A3:E3 filled with Gray, Accent 3, Lighter 40%	5	
A3:A6 filled with Gold, Accent 4, Lighter 80%	5	
A1:E1 Merged and Centered	5	
A1 has Heading 1 Cell Style	5	

# FUNDAMENTAL SPREADSHEET APPLICATIONS

## REGIONAL KEY 2023

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Delete Row 2	5	
Font of cells A2:E6 changed to Times New Roman, 14 pt.	5	
Adjust the Columns A through E to Width to 14	5	
Center Page Horizontally & Vertically	5	
Print Spreadsheet	5	
<b>Subtotal</b>	<b>65</b>	
<b>Job # 3</b>		
Insert the Business Logo image from the folder into the spreadsheet	10	
Change the size of the logo to 1" height and 1.6" width	5	
Crop the image so that most of the white background is removed	5	
Change the height of row 1 to 70	5	
Move the image so that it aligns with Row1, Column B	5	
Apply the Perspective, Shadow, White Picture Style to the Logo	5	
In the Footer, key your member ID and job number and align to the right	5	
Print your spreadsheet	5	
<b>Subtotal</b>	<b>45</b>	
<b>Job 4 Chart</b>		
Add a 2D-Clustered Column chart to the spreadsheet, comparing the sales of each person.	10	
Apply the Chart Style 10	5	
Change the Chart Color to Colorful Palette 3	5	
Change the Chart Title to SALES, Times New Roman, Size 20 pt.	5	
Show the Legend on the Right	5	
Move the Chart so it is centered below the data	5	
In the Footer, key your member ID and Job number and align to the right	5	
Print your Spreadsheet (which includes Chart)	5	
<b>Subtotal</b>	<b>45</b>	
<b>TOTAL POINTS</b>	<b>275</b>	

## JOB 1 – Print outs

Clover Clothing Co.						
Category	Item Number	Item Name	Material	Cost	Suggested Selling Price	Gross Profit
Dresses	200015007	A-line Mini Dress	Polyester	\$ 6.45	\$ 12.90	\$ 6.45
Dresses	200015224	Faux Suede Cami Romper	Polyester	\$ 14.95	\$ 29.90	\$ 14.95
Dresses	200018727	Criss Cross Front Dress	Rayon	\$ 12.45	\$ 24.90	\$ 12.45
Hoodies	200015493	Zip Up Hoodie	Cotton	\$ 7.45	\$ 14.90	\$ 7.45
Hoodies	200016863	Draw String Vest	Cotton	\$ 7.95	\$ 15.90	\$ 7.95
Suits	200010148	Classic 2 Button Blazer	Polyester	\$ 26.45	\$ 52.90	\$ 26.45
Suits	200018191	Satin Trim Blazer	Polyester	\$ 31.45	\$ 62.90	\$ 31.45
Suits	200016337	Creased Trousers	Polyester	\$ 14.95	\$ 29.90	\$ 14.95
Sweaters	200016524	Vented Hen Sweater	Acrylic	\$ 13.95	\$ 27.90	\$ 13.95
Sweaters	200008248	Button Down Cardigan	Cotton	\$ 11.45	\$ 22.90	\$ 11.45
Sweaters	200015794	Mock Neck Sweater	Rayon	\$ 8.95	\$ 17.90	\$ 8.95
Tees	200018709	Minimal Wash Tee	Cotton	\$ 7.45	\$ 14.90	\$ 7.45
Tees	200016757	Knotted Hen Tee	Cotton	\$ 5.45	\$ 10.90	\$ 5.45
Tees	200018698	Classic Striped Tee	Rayon	\$ 5.45	\$ 10.90	\$ 5.45
Tops	200018276	Contemporary Chiffon Twist Top	Chiffon	\$ 11.45	\$ 22.90	\$ 11.45
Tops	200015109	Striped Panel Tee	Cotton	\$ 6.45	\$ 12.90	\$ 6.45
Tops	200016210	Longline Tee	Polyester	\$ 7.45	\$ 14.90	\$ 7.45
Tops	200015032	Dropped Dolphin Hen Shirt	Rayon	\$ 11.45	\$ 22.90	\$ 11.45
Total Items		18				\$ 211.60

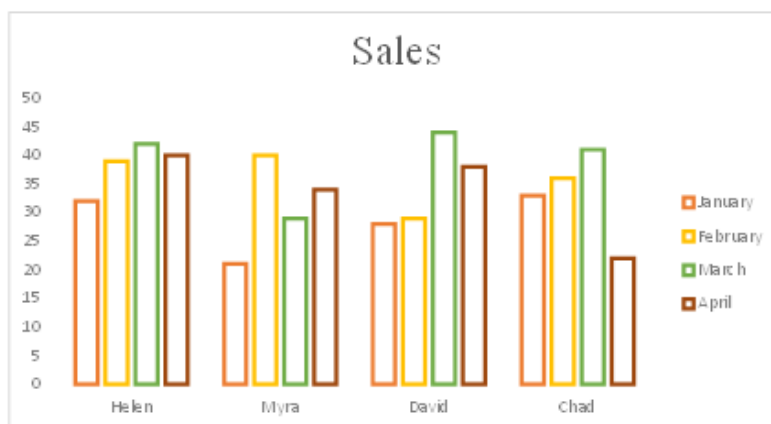
Member ID  
Job 1

Clover Clothing Co.						
Category	Item Number	Item Name	Material	Cost	Suggested Selling Price	Gross Profit
Dresses	200015007	A-line Mini Dress	Polyester	6.45	12.9	=F4-E4
Dresses	200015224	Faux Suede Cami Romper	Polyester	14.95	29.9	=F5-E5
Dresses	200018727	Criss Cross Front Dress	Rayon	12.45	24.9	=F6-E6
Hoodies	200015493	Zip Up Hoodie	Cotton	7.45	14.9	=F7-E7
Hoodies	200016863	Draw String Vest	Cotton	7.95	15.9	=F8-E8
Suits	200010148	Classic 2 Button Blazer	Polyester	26.45	52.9	=F9-E9
Suits	200018191	Satin Trim Blazer	Polyester	31.45	62.9	=F10-E10
Suits	200016337	Creased Trousers	Polyester	14.95	29.9	=F11-E11
Sweaters	200016524	Vented Hen Sweater	Acrylic	13.95	27.9	=F12-E12
Sweaters	200008248	Button Down Cardigan	Cotton	11.45	22.9	=F13-E13
Sweaters	200015794	Mock Neck Sweater	Rayon	8.95	17.9	=F14-E14
Tees	200018709	Minimal Wash Tee	Cotton	7.45	14.9	=F15-E15
Tees	200016757	Knotted Hen Tee	Cotton	5.45	10.9	=F16-E16
Tees	200018698	Classic Striped Tee	Rayon	5.45	10.9	=F17-E17
Tops	200018276	Contemporary Chiffon Twist Top	Chiffon	11.45	22.9	=F18-E18
Tops	200015109	Striped Panel Tee	Cotton	6.45	12.9	=F19-E19
Tops	200016210	Longline Tee	Polyester	7.45	14.9	=F20-E20
Tops	200015032	Dropped Dolphin Hen Shirt	Rayon	11.45	22.9	=F21-E21
Total Items		=COUNT(B4:B21)				=SUM(G4:G21)

Member ID  
Job 1

**JOB 2 – print out**

Sales				
Month	Helen	Myra	David	Chad
January	32	21	28	33
February	39	40	29	36
March	42	29	44	41
April	40	34	38	22



Member ID  
Job 2