

Member ID: _____

Time: _____

Rank: _____



FUNDAMENTAL SPREADSHEET APPLICATIONS (230)

REGIONAL 2024

PRODUCTION

JOB 1: Enter Data and Insert Formulas _____ (100 points)

JOB 2: Edit and Format Spreadsheet _____ (100 points)

JOB 3: Sort and Format with Styles _____ (35 points)

JOB 4: Create and Format Chart _____ (70 points)

TOTAL POINTS _____ ***(305 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 on 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 (Enter Data and Insert Formulas)	Points Possible	Points Earned
Member Number and Job Number in right section of footer	5	
Type Superior Travel Agency in Cell A1 in Times New Roman, 16 pt bold	10	
Type Quarterly Tour Sales Report in Cell A2 in Times New Roman, 14 pt bold	10	
Data entered accurately (5 points per error)	25	
Data formatted correctly	5	
Insert average formula in Cell G5 and copy to G6 through G12	10	
Type Total Tours Sold By Quarter in Cell A13, Times New Roman, 12 pt bold	5	
Insert formula for Total Tours Sold By Quarter and copy to D13-F13	10	
No data truncated (all visible)	5	
Print in landscape orientation	5	
Fit to one page for printing	5	
Show formulas, not data	10	
Subtotal	100	

JOB 2 (Edit and Format Spreadsheet)	Points Possible	Points Earned
Insert two rows beneath New York City Lights tour	5	
Type data accurately in rows beneath New York City Lights tour	10	
Match formatting in new rows and copy formulas in G9-G10, if necessary	5	
Bold Row 15 totals	5	
Change Row 15 numbers to 0 decimal places	5	
Type Average Quarterly Revenue in bold in Cell H4	10	
Insert formulas in H5-H14 (Average quarterly number sold x cost per person)	10	
Change font I Cells H5 to H14 to Times New Roman, 12 pt bold	5	
Change number format in Cells H5 to H14 to Accounting, 2 decimal places	10	
Merge and center title and subtitle across columns A through H	5	
No data truncated (all visible)	5	
Print Job 2 in landscape showing data, not formulas	5	
Print Job 2 again, this time in landscape showing formulas	10	
Member Number and Job Number in right section of footer for each printout	10	
Subtotal	100	

JOB 3 (Sort and Format with Styles)	Points Possible	Points Earned
Member number and job number in right section of footer	5	
Sort tours by Cost Per Person in descending order	10	
Format Cells A15-H15 in Total Style, but change font to Times New Roman, 12 pt	10	
Format Cells A5-H14 with light gray background 2 fill	5	
Print Job 3 in landscape showing data, not formulas	5	
Subtotal	35	

JOB 4 (Create and Format Chart)	Points Possible	Points Earned
Member number and job number in right section of footer	5	
Create 3D Pie Chart, Style 1, of Average Quarterly Revenue for each tour type	20	
Show percentage for each tour on pie chart	5	
Title of chart is "Average Quarterly Revenue By Tour"	5	
Bold chart title	5	
Position legend on left side of chart; all tours are visible in legend	10	
Bold percentages on pie chart	5	
Insert pie chart onto separate sheet	5	
Center chart vertically and horizontally on page for printing	5	
Print chart in landscape	5	
Subtotal	70	
TOTAL POINTS	305	

As an employee of Superior Travel Agency, you are tasked with reporting on quarterly sales of the agency's tours.

JOB 1: Enter Data and Insert Formulas

1. Type the following information in cells A1 and A2:
Cell A1: Superior Travel Agency
Cell A2: Quarterly Tour Sales Report
2. Format Cell A1 with Times New Roman 16 point bold, and Cell A2 with Times New Roman 14 point bold.
3. Type the following information into the cells as shown below, using Times New Roman 12 point. Column headings should be Times New Roman, 12 point bold. Make sure the data is not truncated. Wrap text as shown.

	A	B	C	D	E	F	G
		Cost Per Person	Number Sold in 1st Quarter	Number Sold in 2nd Quarter	Number Sold in 3rd Quarter	Number Sold in 4th Quarter	Average Number Sold Quarterly
4	Tour Name						
5	New Orleans Architecture Tour	2300	35	22	17	28	
6	Portland Kayak Adventure	3125	15	44	52	21	
7	Orlando Theme Park Experience	3960	60	77	82	65	
8	New York City Lights	4495	19	37	58	92	
9	Boston History Tour	4100	14	32	46	41	
10	California Beach Escape	4875	57	66	80	32	
11	Utah National Park Visits	3650	12	39	53	14	
12	Hawaiian Islands Retreat	6550	29	34	82	48	

4. Insert a formula in cell G5 to calculate the average number of New Orleans Architecture Tours that are sold quarterly. Copy the formula from Cell G5 to Cells G6 through G12.
5. Insert “Total Tours Sold By Quarter” in Times New Roman 12 point bold in Cell A13, and calculate total tours for each quarter.
6. Print spreadsheet in landscape orientation with formulas showing and fit to one page.

JOB 2: Edit and Format Spreadsheet

1. Using the spreadsheet from Job 1, insert two rows beneath the “New York City Lights” tour. Insert the following data into those two rows:

Dallas Rodeo Tour	2790	22	19	37	28
Minnesota Twin Cities Delight	2565	18	30	32	41

2. Match the formatting of the inserted data to the table. Copy the formula in Column G to these cells.
3. Bold the totals in Row 15, and change the decimal places in Column G to zero decimal places.
4. Insert “Average Quarterly Revenue” in Cell H4, and bold and center.
5. Insert formulas in Cells H5 through H14 that calculate the Average Quarterly Number Sold times Cost Per Person.
6. Format Cells H5 through H14 in Times New Roman 12 point bold, and change the number format to accounting format with 2 decimal places.
7. Merge and center the title and subtitle across columns A through H.
8. Print formatted worksheet in landscape orientation, showing data, not formulas. Make sure no data is truncated.

JOB 3: Sort and Format with Styles

1. Sort tours in descending order by Cost Per Person.
2. Format Row 15 with the Total style, and then change the font back to Times New Roman 12 point.
3. Format Cells A5 through H14 (all of the data in the table) with a light gray fill.
4. Print Job 3 in landscape orientation showing data, not formulas

JOB 4: Create and Format Chart

1. Create a 3D Pie Chart, Style 1, reflecting the Average Quarterly Revenue for each of the tour types.
2. Place pie chart on separate sheet
3. Title this 3D pie chart “Average Quarterly Revenue By Tour.” Bold the title. This chart will show the percentage of revenue that is generated, on average, from each tour on a quarterly basis.
4. Position the chart legend on the left side of the chart. Be sure all tours are visible in legend.
5. Bold the percentages on the pie chart.
6. Print pie chart in landscape orientation, centered vertically and horizontally on page.