



**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.
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 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.

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| --- | --- | --- |
| **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) | 20 |  |
| 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** |  |

**JOB 1: Printout – Enter Data and Insert Formulas**



**JOB 2: Printout 1 - Edit and Format Spreadsheet**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Superior Travel Agency** | | | | | | | |
| **Quarterly Tour Sales Report** | | | | | | | |
|  |  |  |  |  |  |  |  |
|  | **Cost Per Person** | **Number Sold in 1st Quarter** | **Number Sold in 2nd Quarter** | **Number Sold in 3rd Quarter** | **Number Sold in 4th Quarter** | **Average Quarterly Number Sold** | **Average Quarterly Revenue** |
| New Orleans Architecture Tour | 2300 | 35 | 22 | 17 | 28 | 26 | **$ 58,650.00** |
| Portland Kayak Adventure | 3125 | 15 | 44 | 52 | 21 | 33 | **$ 103,125.00** |
| Orlando Theme Park Experience | 3960 | 60 | 77 | 82 | 65 | 71 | **$ 281,160.00** |
| New York City Lights | 4495 | 19 | 37 | 58 | 92 | 52 | **$ 231,492.50** |
| Dallas Rodeo Tour | 2790 | 22 | 19 | 37 | 28 | 27 | **$ 73,935.00** |
| Minnesota Twin Cities Delight | 2565 | 18 | 30 | 32 | 41 | 30 | **$ 77,591.25** |
| Boston History Tour | 4100 | 14 | 32 | 46 | 41 | 33 | **$ 136,325.00** |
| California Beach Escape | 4875 | 57 | 66 | 80 | 32 | 59 | **$ 286,406.25** |
| Utah National Park Visits | 3650 | 12 | 39 | 53 | 14 | 30 | **$ 107,675.00** |
| Hawaiian Islands Retreat | 6550 | 29 | 34 | 82 | 48 | 48 | **$ 316,037.50** |
| **Total Tours Sold By Quarter** |  | **281** | **400** | **539** | **410** |  |  |

**JOB 2: Printout 2 - Edit and Format Spreadsheet**

This printout is not required. It is for the graders information only.

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| **Superior Travel Agency** | | | | | | | |
| **Quarterly Tour Sales Report** | | | | | | | |
|  |  |  |  |  |  |  |  |
|  | **Cost Per Person** | **Number Sold in 1st Quarter** | **Number Sold in 2nd Quarter** | **Number Sold in 3rd Quarter** | **Number Sold in 4th Quarter** | **Average Quarterly Number Sold** | **Average Quarterly Revenue** |
| New Orleans Architecture Tour | 2300 | 35 | 22 | 17 | 28 | =AVERAGE(C5:F5) | **=G5\*B5** |
| Portland Kayak Adventure | 3125 | 15 | 44 | 52 | 21 | =AVERAGE(C6:F6) | **=G6\*B6** |
| Orlando Theme Park Experience | 3960 | 60 | 77 | 82 | 65 | =AVERAGE(C7:F7) | **=G7\*B7** |
| New York City Lights | 4495 | 19 | 37 | 58 | 92 | =AVERAGE(C8:F8) | **=G8\*B8** |
| Dallas Rodeo Tour | 2790 | 22 | 19 | 37 | 28 | =AVERAGE(C9:F9) | **=G9\*B9** |
| Minnesota Twin Cities Delight | 2565 | 18 | 30 | 32 | 41 | =AVERAGE(C10:F10) | **=G10\*B10** |
| Boston History Tour | 4100 | 14 | 32 | 46 | 41 | =AVERAGE(C11:F11) | **=G11\*B11** |
| California Beach Escape | 4875 | 57 | 66 | 80 | 32 | =AVERAGE(C12:F12) | **=G12\*B12** |
| Utah National Park Visits | 3650 | 12 | 39 | 53 | 14 | =AVERAGE(C13:F13) | **=G13\*B13** |
| Hawaiian Islands Retreat | 6550 | 29 | 34 | 82 | 48 | =AVERAGE(C14:F14) | **=G14\*B14** |
| **Total Tours Sold By Quarter** |  | **=SUM(C5:C14)** | **=SUM(D5:D14)** | **=SUM(E5:E14)** | **=SUM(F5:F14)** |  |  |

**JOB 3: Printout - Sort and Format with Styles**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Superior Travel Agency** | | | | | | | |
| **Quarterly Tour Sales Report** | | | | | | | |
|  |  |  |  |  |  |  |  |
| **Tour Name** | **Cost Per Person** | **Number Sold in 1st Quarter** | **Number Sold in 2nd Quarter** | **Number Sold in 3rd Quarter** | **Number Sold in 4th Quarter** | **Average Quarterly Number Sold** | **Average Quarterly Revenue** |
| Hawaiian Islands Retreat | 6550 | 29 | 34 | 82 | 48 | 48 | **$316,037.50** |
| California Beach Escape | 4875 | 57 | 66 | 80 | 32 | 59 | **$286,406.25** |
| New York City Lights | 4495 | 19 | 37 | 58 | 92 | 52 | **$231,492.50** |
| Boston History Tour | 4100 | 14 | 32 | 46 | 41 | 33 | **$136,325.00** |
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| Portland Kayak Adventure | 3125 | 15 | 44 | 52 | 21 | 33 | **$103,125.00** |
| Dallas Rodeo Tour | 2790 | 22 | 19 | 37 | 28 | 27 | **$ 73,935.00** |
| Minnesota Twin Cities Delight | 2565 | 18 | 30 | 32 | 41 | 30 | **$ 77,591.25** |
| New Orleans Architecture Tour | 2300 | 35 | 22 | 17 | 28 | 26 | **$ 58,650.00** |
| **Total Tours Sold By Quarter** |  | **281** | **400** | **539** | **410** |  |  |

**JOB 4: Printout – Chart**