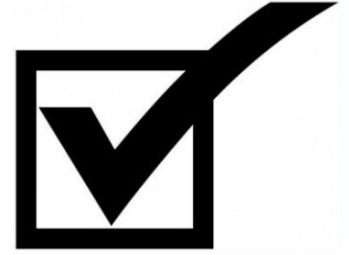


**BUSINESS  
PROFESSIONALS  
of AMERICA**  
Giving Purpose to Potential



# 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)
<b><i>TOTAL POINTS</i></b>	<b><i>_____ (305 points)</i></b>

**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.

<b>JOB 1 (Enter Data and Insert Formulas)</b>	<b>Points Possible</b>	<b>Points Earned</b>
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	
<b>Subtotal</b>	<b>100</b>	

<b>JOB 2 (Edit and Format Spreadsheet)</b>	<b>Points Possible</b>	<b>Points Earned</b>
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	
<b>Subtotal</b>	<b>100</b>	

<b>JOB 3 (Sort and Format with Styles)</b>	<b>Points Possible</b>	<b>Points Earned</b>
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	
<b>Subtotal</b>	<b>35</b>	

<b>JOB 4 (Create and Format Chart)</b>	<b>Points Possible</b>	<b>Points Earned</b>
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	
<b>Subtotal</b>	<b>70</b>	
<b>TOTAL POINTS</b>	<b>305</b>	

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

## Superior Travel Agency

### Quarterly Tour Sales Report

<b>Tour Name</b>	<b>Cost Per Person</b>	<b>Number Sold in 1st Quarter</b>	<b>Number Sold in 2nd Quarter</b>	<b>Number Sold in 3rd Quarter</b>	<b>Number Sold in 4th Quarter</b>	<b>Average Quarterly Number Sold</b>
New Orleans Architecture Tour	2300	35	22	17	28	25.5
Portland Kayak Adventure	3125	15	44	52	21	33
Orlando Theme Park Experience	3960	60	77	82	65	71
New York City Lights	4495	19	37	58	92	51.5
Boston History Tour	4100	14	32	46	41	33.25
California Beach Escape	4875	57	66	80	32	58.75
Utah National Park Visits	3650	12	39	53	14	29.5
Hawaiian Islands Retreat	6550	29	34	82	48	48.25
<b>Total Tours Sold By Quarter</b>		241	351	470	341	

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

<b>Superior Travel Agency</b>							
<b>Quarterly Tour Sales Report</b>							
	<b>Cost Per Person</b>	<b>Number Sold in 1st Quarter</b>	<b>Number Sold in 2nd Quarter</b>	<b>Number Sold in 3rd Quarter</b>	<b>Number Sold in 4th Quarter</b>	<b>Average Quarterly Number Sold</b>	<b>Average Quarterly Revenue</b>
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
<b>Total Tours Sold By Quarter</b>		<b>281</b>	<b>400</b>	<b>539</b>	<b>410</b>		

JOB 2: Printout 2 - Edit and Format Spreadsheet

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

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

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
Orlando Theme Park Experience	3960	60	77	82	65	71	\$281,160.00
Utah National Park Visits	3650	12	39	53	14	30	\$107,675.00
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

