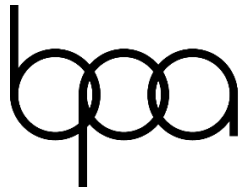


Contestant ID: _____

Time: _____

Rank: _____



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

FUNDAMENTAL SPREADSHEET APPLICATIONS

(230)

REGIONAL 2026

PRODUCTION

Job 1: Create & Format Worksheet	_____ (50 points)
Job 2: Cell Formatting & Basic Formulas	_____ (50 points)
Job 3: Sorting & Filtering	_____ (50 points)
Job 4: Chart Creation & Customization	_____ (85 points)
<i>TOTAL POINTS</i>	<i>_____ (235 points)</i>

Test Time: 90 minutes

GENERAL GUIDELINES:

Failure to follow any of these rules may result in disqualification:

1. **Submission Requirements:** Contestants must submit this test booklet along with any printouts.
2. **Permitted Items:** Only the equipment, supplies, and materials specified for this event are allowed in the testing area. Previous BPA tests and sample tests (whether handwritten, photocopied, or typed) are not permitted.
3. **Electronic Devices:** Electronic devices will be monitored according to ACT standards.

EXAM GUIDELINES:

1. **Check Your Booklet:** Make sure this test booklet includes Jobs 1-4.
2. **Follow Instructions:** Complete all jobs according to the instructions given.
3. **Correct Errors:** Fix any formatting, spelling, or grammar mistakes. Use the formatting guide in the *Style & Reference Manual*.
4. **No Names:** Do not put your name or initials on any work you submit. Use your Contestant ID instead of your reference initials.
5. **Label Your Work:** In the lower right-hand corner of all submitted work (unless specified otherwise), write your Contestant ID and job number.
6. **Finish Early:** If you finish before the time is up, let the proctor know. Finishing time may be used to break ties.
7. **Organize Your Submission:** Place your scoring sheet on top of your jobs. Arrange the jobs in numerical order.

Job 1 (Create & Format Worksheet)	Points Possible	Points Earned
Contestant ID and Job # right aligned in the right section of footer	10	
Table style: White Table Style Medium 1	10	
Font is Times New Roman, 12 pt. for all data in table	5	
Font is 14 pt. for Headers	5	
ONLY the Heading Row is Bold	5	
Columns have been resized to accommodate ALL data	5	
Landscape Orientation	5	
Print Data	5	
Subtotal	50	
Job 2 (Cell Formatting & Basic Formulas)	Points Possible	Points Earned
Contestant ID and Job # right aligned in the right section of footer	10	
Formula is displayed in cell I2:I45	10	
Column I formatted as %	10	
Columns resized to accommodate ALL data	5	
Landscape Orientation	5	
Print Data	5	
Print Formulas	5	
Subtotal	50	
Job 3 (Sorting & Filtering)	Points Possible	Points Earned
Contestant ID and Job # is right aligned in the right section of footer	10	
Sort the table by "Region" first (A-Z) and then by "Population" (largest to smallest)	15	
Filter applied to the "Conservation Status" column to show only species labeled as "Critically Endangered"	10	
Landscape Orientation	5	
Columns resized to accommodate ALL data	5	
Print the filtered and sorted data showing the values	5	
Subtotal	50	
Job 4 (Chart Creation & Customization)	Points Possible	Points Earned
Contestant ID and Job # right aligned in right section of footer	10	
New sheet called 'Population Chart (print screen shot)	10	
2-D Stacked Bar chart displays ONLY on 'Population Chart' worksheet (print screen shot)	10	

2-D Clustered Column chart includes only Select Columns A, B, and H	10	
Chart title is 'Critically Endangered Species Population'	10	
Bar colors for Population are 'Green' from the 'Standard Colors'	10	
There is no Legend	10	
Columns resized to accommodate ALL data	5	
Landscape Orientation	5	
Print the 'Population Chart'	5	
Subtotal	85	
TOTAL POINTS	235	

Job 1: Create & Format Worksheet (50 points)**Directions:** Open the Endangered Species 2020 spreadsheet.

- **Data Setup:** Ensure the spreadsheet contains 45 rows of data and 10 columns, each representing an attribute of various endangered species (e.g., Species Name, Population, Conservation Status, Average Weight, Habitat, Region, Endangerment Level, Population Change, etc.)
- **Rename Worksheet:** Rename the worksheet to "Species Data"
- **Format as Table:** Select the data range (A1:J45) and format it as a table (table has headers) using "White Table Style Medium 1"
- **Formatting:**
 - Change the font to Times New Roman, 12 pt for data only
 - Ensure the Heading Row is bold and 14 pt
 - Resize columns as necessary to fit all data
- **Printing:**
 - Change the orientation to Landscape
 - Scale to fit
 - Add a footer with your Contestant ID and job number aligned to the right
 - Print the worksheet

Job 2: Cell Formatting & Basic Formulas (50 points)**Directions:** Modify the table and add calculations to analyze data.

- **Formula Calculation:** In cell I2, enter the formula to calculate the growth rate percentage using cell referencing
- **Copy Formula:** Copy the formula from cell I2 down to I45
- **Formatting:**
 - Apply Percentage format to the "Population Growth Rate" column
 - Ensure that columns are resized to accommodate all data
- **Printing:**
 - Change the orientation to Landscape
 - Fit to scale
 - Add a footer with your Contestant ID and job number aligned to the right
 - Print the worksheet
 - Print a second copy of the worksheet showing the formulas

Job 3: Sorting & Filtering (50 points)

Directions: Organize and analyze the data.

- **Sort Data:** Sort the table by "Region" first (A-Z) and then by "Population" (largest to smallest)
- **Filter Data:** Apply a filter to the "Conservation Status" column to show only species labeled as "Critically Endangered"
- **Printing:**
 - Change the orientation to Landscape
 - Fit to scale
 - Add a footer with your Contestant ID and job number aligned to the right
 - Print the filtered and sorted data showing the values (not the formulas) for all columns

Job 4: Chart Creation & Customization (85 points)

Directions: Create a visual representation of the population of critically endangered species.

- **Create Chart:** Create a 2-D Clustered Column chart that represents only the Species Name, Population and Population Change
- **New Sheet:** Move the chart to a new sheet named "Population Chart"
- **Customize Chart:**
 - Set the chart title as "Critically Endangered Species Population"
 - Change the bar colors for "Population" to "Green" from the "Standard Colors"
 - Remove the legend if it appears
- **Printing:**
 - Change the orientation to Landscape
 - Fit to scale
 - Add a footer with your Contestant ID and job number aligned to the right
 - Print the Population Chart
 - Print a screenshot of Population Chart on the new sheet