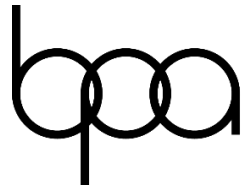


Contestant ID: _____

Time: _____

Rank: _____



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

ADVANCED SPREADSHEET APPLICATIONS

(235)

REGIONAL 2026

PRODUCTION

Job 1: Spreadsheet Creation _____ (100 points)

Job 2: Formulas and Charting _____ (100 points)

Job 3: Formulas _____ (100 points)

TOTAL POINTS _____ ***(300 points)***

Test Time: 90 minutes

GENERAL GUIDELINES:

Failure to adhere to any of the following rules will result in disqualification:

1. Contestants 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 1-3.
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 Contestant 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 Contestant 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.

ADVANCED SPREADSHEET APPLICATIONS

REGIONAL 2026

Page 3 of 6

JOB	CRITERIA	POINTS POSSIBLE	POINTS AWARDED
Job 1: Spreadsheet Creation (100 points)	Spreadsheet creation: -5 for each data entry error	25	
	Table is formatted correctly	5	
	Total Revenue formula is correct	10	
	Solid color data bar in Total Revenue column	10	
	Column Chart is created correctly	10	
	Chart Title is correct	10	
	Chart is in correct location	10	
	Printouts show spreadsheet and chart as well as formulas	10	
	Contestant ID and Job 1 appear correctly	10	
TOTAL Job 1		100	
Job 2: Formulas and Charting (100 points)	Today's Date function is correct	5	
	All currency formatted correctly	5	
	Formula for Units Remaining in Inventory is correct	10	
	Total Value of Inventory formula correct	10	
	Spreadsheet formatted as table correctly	5	
	Total Value of Inventory column created correctly	10	
	Percent of Total Inventory formula is correct	10	
	Percent of Total Inventory formatted correctly	5	
	Table sorted correctly	5	
	Spreadsheet is printed correctly	5	
	3D pie chart is created correctly	10	
	3D pie chart title formatted correctly	5	
	No legend on 3D pie chart	5	
	Data labels show as instructed	5	
	Pie chart is printed with Contestant ID and Job 2	5	
TOTAL Job 2		100	
Job 3 Formulas (100 points)	Spreadsheet creation: -5 for each data entry error	50	
	Mileage Reimbursement column and formula created correctly	15	
	Total Reimbursements is correct	15	
	Spreadsheet is formatted professionally	10	
	Printouts show spreadsheet with results and showing formulas	5	
	Contestant ID and Job 3 appear correctly	5	
TOTAL Job 3		100	
GRAND TOTAL		300	

Job 1: Spreadsheet Creation

1. Create a spreadsheet using the information provided below.

Product	Unit Price (\$)	Quantity Sold	Total Revenue (\$)	Month
Laptop	1200.00	15		January
Smartphone	799.99	25		February
Tablet	399.99	18		March
Headphones	199.99	50		April
Smartwatch	299.99	30		May
Monitor	249.99	10		June
Keyboard	99.99	20		July
Gaming Console	499.99	12		August
Speaker	149.99	25		September

2. Use White, Table Style Medium 15 to format the information as a table.
3. Format **Unit Price** column as currency with 2 decimal places.
4. Create a formula in the **Total Revenue** column that calculates **Total Revenue** as **Unit Price** times **Quantity Sold**.
5. Create solid color data bar as conditional formatting in the **Total Revenue** column.
6. Create a column chart showing **Total Revenue** for each **Product**
7. Change the **Chart Title** to **Digital Solutions Total Revenue January-September**
 - a. Format the **Chart Title** as 14-point font and be sure it appears centered at the top of the chart.
8. Position the chart directly under the data of the spreadsheet adjusting it to be the same width.
9. Print the spreadsheet, including the chart, scaled to fit on one page.
10. Print the spreadsheet showing formulas, scaled to fit on one page.
11. Be sure your Contestant ID and Job 1 appear in the footer, right aligned.

Job 2: Formulas and Charting

1. Open the Student Data file called **235_R_Student_Data_Inventory_2026**.
2. In cell H1, enter a function that will show today's date and be automatically updated each day. Use the following for an example for formatting the date.
 - a. September 21, 2026
3. Format all currency appropriately with zero decimal places.
4. In the **Units Remaining in Inventory** column, use a formula to determine remaining inventory. (Opening stock less number of units sold)
5. In the **Total Value of Inventory** column, calculate the value of the remaining inventory based on the cost per unit.
6. Format the information in cells A2:G48 as a table (White, Table Style Light 15) with headers. Change the formatting of row 1 to match the formatting of the column headers in row 2.
7. Add the word **Total** in cell A49. Under the **Total Value of Inventory** column in cell G49, put in a formula to total that column.
8. Add a column to the right of the **Total Value of Inventory** column. The heading is **Percent of Total Inventory**. Calculate the percentage of total inventory for each item by

dividing the total value of inventory of each product by the total of all products (G49).

Format the results as a percentage with two decimal places.

9. Merge and center the title and date information across A:G in row 1 Use a larger font for the title.
10. Sort the table by **Percentage of Total Inventory** in descending order.
11. Be sure spreadsheet is formatted professionally. Column headings should be formatted as wrapped text with no split words within a cell. Column widths should be appropriate for the information. Scale to fit on one page.
12. Print the spreadsheet with portrait orientation showing the formulas. Scale to fit on one page. Be sure you include your Contestant ID and Job 2 in a right-aligned footer.
13. Create a 3D pie chart of the five items with the largest percentage of total inventory. Include **Product Name** and **Percentage of Total Inventory** as data for the chart.
14. Move the chart to a new sheet called **Pie Chart**.
15. Chart title should be **Digital Solutions Percent of Total Inventory**--18-point bold font.
16. Eliminate the legend.
17. Add data labels showing category name and value to the inside end of each pie piece. Format these data labels so that they are bold, 16-point font.
18. Change colors on the pie pieces so that the data labels show clearly. It's okay to use shades of gray.
19. Print the pie chart. Be sure your Contestant ID and Job 2 appear in the lower right corner.

Job 3: Formulas

1. The following Digital Solutions employees have submitted reimbursements for travel expenses. Create a spreadsheet using the information below. (continues on next page)
2. For each employee, in the appropriate column, calculate the **Mileage Reimbursement** based on the mileage reimbursement rate shown at the top.
 - a. The formula should be created so that if the mileage rate changes, all reimbursements are automatically updated.
3. At the bottom of **Department** column type **Total**. Then put the correct formula to calculate the total of the **Mileage Reimbursement** column for these employees.
4. Format your spreadsheet professionally and attractively including the following:
 - a. All numbers should be formatted appropriately (for dollar amount use \$ with two decimals).
 - b. Use your choice of borders, shading, font, font size, column width, etc. for a professional-looking spreadsheet.

Mileage Reimbursement Rate per Mile		\$.52	
Full Name	Department	Mileage	Mileage Reimbursement
Daniel Martinez	Administrative Support	105	
James Johnson	Administrative Support	120	
Matt Johnson	Administrative Support	47	
Danie Davis	Administrative Support	69	
Michael Johnson	Financial Services	38	
Richard Perez	Financial Services	46	
Christopher Rodriguez	Financial Services	58	
David Brown	Financial Services	93	

ADVANCED SPREADSHEET APPLICATIONS

REGIONAL 2026

Page 6 of 6

John Smith	Human Resources	79	
Bill Hernandez	Human Resources	86	
Michael Garcia	Human Resources	45	
Michael Smith	Human Resources	88	
David Wilson	Information Technology	97	

5. Print two versions of the spreadsheet, scaling to fit to one page.
 - a. One version should show the results of your calculations
 - b. The other version should show your formulas
6. Be sure your Contestant ID and Job 1 appear in the footer, right aligned.