Contestant Number: _____

Time: _____

Rank: _____

FUNDAMENTAL SPREADSHEET APPLICATIONS
(230)

REGIONAL – 2015

TOTAL POINTS _____ *(310 points)*

Failure to adhere to any of the following rules will result in disqualification:
1. **Contestant must hand in this test booklet and all printouts. 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 or facsimile (handwritten, photocopied, or keyed) are allowed in the testing area.**
3. **Electronic devices will be monitored according to ACT standards.**

No more than ten (10) minutes orientation
No more than 90 minutes testing time
No more than ten (10) minutes wrap-up

General Instructions

1.   **Put your contestant number and printout number in the right section of the footer on each printout.** Your name or initials should **NOT** appear on any work you submit.
2.   If you finish before the end of the testing time, notify the proctor. Time may be a factor in determining the winner in the event of a tie.
3.   When turning in your contest, the jobs should be arranged in printout order.

Printout 1	Points	Total
Contestant Number in right sections of footer	5	
Printout number in right section of footer	5	
Title is merged and centered with Title cell style	5	
Subtitle Arial Black size 14	5	
Column Headings have heading 3 style applied	5	
Row 14 has total style applied	5	
Row 14 height is adjusted appropriately	5	
Orientation is landscape	5	
Numbers are formatted comma style with **no** decimals	5	
Column width is adjusted appropriately (No truncation)	5	
Typos (0 errors 40 points, 1 error 35 points, 2 errors 30 points, 3 or more errors 0 points)	40	
Total Printout 1	**90 points**	
Printout 2	Points	Total
Columns were named correctly LOOK IN B18 FORMULA, =COUNTA(Artist) If artist is not in the parenthesis, they do not get any credit.	20	
Total Column has correct formula - =SUM(B4:H4)	20	
Total Row has correct Formulas - =SUM(B4:B14)	20	
Average row has correct formulas - =AVERAGE(B4:B14)	20	
Highest row has correct formulas - =MAX(B4:B14)	20	
Lowest row has correct formulas - =MIN(B4:B14)	20	
Count row has correct formula - =COUNTA(Artist) or =COUNT(A4:A14)	20	
Printed formulas on one sheet	20	
Total Printout 2	**160 points**	
Printout 3	Points	Total
Contestant Number in lower right	10	
Print number in correct spot (3)	10	
Chart title is correct	10	
No legend is shown	10	
Chart is on its own sheet tab	10	
Chart was made with correct data	10	
Total Printout 3	**60 points**	
Total Points	**310 Points**	

Job 1

As an intern for the new record label, Pacific Records, you have been assigned <u>to create a spreadsheet</u> that will compare the number of new artists downloads for each month. The title of the spreadsheet is Pacific Records. The subtitle is New Artist Downloads. The download information is below:

Artist	July	August	September	October	November	December	January	Total
Athony Greer	525,000	459,000	113,000	206,000	242,000	388,000	112,000	
Summer Jones	469,000	364,000	133,000	489,000	228,000	532,000	458,000	
Leah America	365,000	297,000	234,000	235,000	117,000	332,000	9,800	
Jesse Downhill	230,000	149,000	144,000	237,000	195,000	487,000	231,000	
Michael Lopez	225,000	24,000	28,000	178,000	361,000	381,000	303,000	
Alex Tanner	220,000	279,000	69,000	15,000	348,000	423,000	492,000	
Josh Kilmer	178,000	476,000	199,000	186,000	573,000	382,000	231,000	
Ben Stop	152,000	18,000	126,000	151,000	317,000	468,000	257,000	
Josie Baaler	135,000	476,000	135,000	28,000	168,000	287,000	521,000	
Sean National	117,000	398,000	63,000	184,000	334,000	297,000	524,000	
Total								
Average								
Highest								
Lowest								
Number of Artists								

- Please create named ranges using the Artist column heading label as names for the downloaded total numbers. So name the range A4:A13 to be named Artist.

- Insert a formula in the total column to add each Artist's downloads.

- In the total row insert a formula to calculate each column's total downloads (including the total column).

- In the Average row, insert a formula to calculate each column's average downloads (including the total column).

- In the Highest row, insert a formula to calculate each column's highest number of downloads (including the total column).

- In the Lowest row, insert a formula to calculate each column's lowest number of downloads (including the total column).

- In the Number of Artist row, insert a formula that will count the number of artists. Do not copy, it should be in cell B17 only.

After creating the spreadsheet, make the following formatting changes:
- Merge and center Title and Subtitle across all used columns
- Apply Title cell style to the Title
- Change font of subtitle to Arial Black, size 14
- Change background of title and subtitle to Dark blue, text 2 background, white font
- Apply heading 3 cell style to Row 3
- Apply Total Cell style to Row 14
- Adjust column width of Column A to 16 and Columns B through I to 10
- Adjust row height of Row 14 to 30
- Apply comma style with no decimal places to all numbers.
- Change page orientation to landscape

	A	B	C	D	E	F	G	H	I
1				**Pacific Records**					
2				**New Artist Downloads**					
3	**Artist**	**July**	**August**	**September**	**October**	**November**	**December**	**January**	**Total**
4	Athony Greer	525,000	459,000	113,000	206,000	242,000	388,000	112,000	2,045,000
5	Summer Jones	469,000	364,000	133,000	489,000	228,000	532,000	458,000	2,673,000
6	Leah America	365,000	297,000	234,000	235,000	117,000	332,000	9,800	1,589,800
7	Jesse Downhill	230,000	149,000	144,000	237,000	195,000	487,000	231,000	1,673,000
8	Michael Lopez	225,000	24,000	28,000	178,000	361,000	381,000	303,000	1,500,000
9	Alex Tanner	220,000	279,000	69,000	15,000	348,000	423,000	492,000	1,846,000
10	Josh Kilmer	178,000	476,000	199,000	186,000	573,000	382,000	231,000	2,225,000
11	Ben Stop	152,000	18,000	126,000	151,000	317,000	468,000	257,000	1,489,000
12	Josie Baaler	135,000	476,000	135,000	28,000	168,000	287,000	521,000	1,750,000
13	Sean National	117,000	398,000	63,000	184,000	334,000	297,000	524,000	1,917,000
14	**Total**	2,616,000	2,940,000	1,244,000	1,909,000	2,883,000	3,977,000	3,138,800	18,707,800
15	Average	261,600	294,000	124,400	190,900	288,300	397,700	313,880	1,870,780
16	Highest	525,000	476,000	234,000	489,000	573,000	532,000	524,000	2,673,000
17	Lowest	117,000	18,000	28,000	15,000	117,000	287,000	9,800	1,489,000
18	Number of Artists	10							

Printing:
- Print spreadsheet centered both horizontally and vertically **making sure that no data is truncated. This is Printout 1.**
- Show formulas, adjust scaling to fit on one page**; widen columns as necessary to show all formulas. This is Printout 2.**
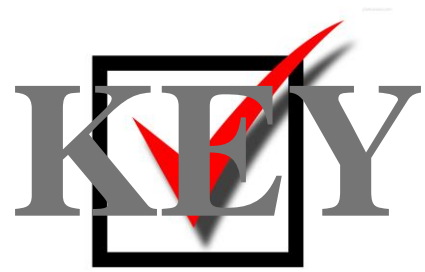
Job 2

Please create a 3-D cluster column chart displaying each artists download totals. Do <u>not</u> show a legend and put it on its own sheet tab. The Chart Title is Total Downloads.
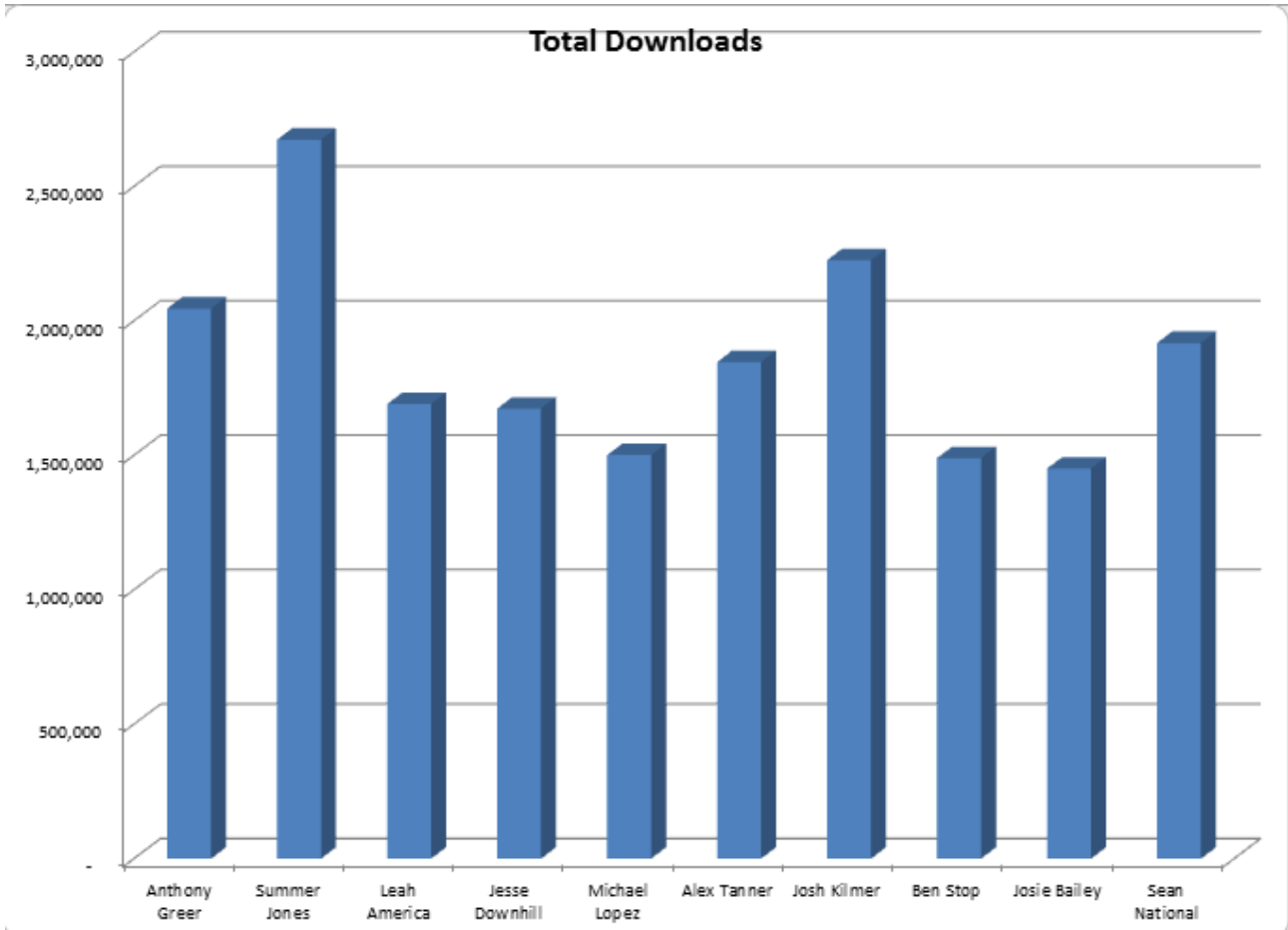
Printing:
- Printout 3—Print the chart.
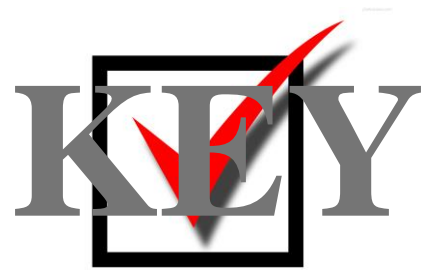
FUNDAMENTAL SPREADSHEET APPLICATIONS
(230)

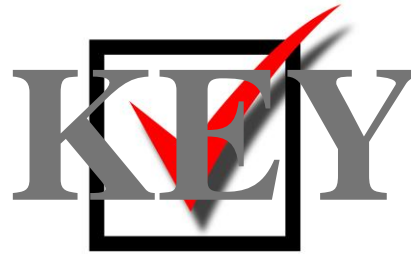# REGIONAL – 2015

TOTAL POINTS _____ *(310 points)*

Judge/Graders: Please double check and verify all scores and answer keys!

General Instructions

Printout 1	Points	Total
Contestant Number in right sections of footer	5	
Printout number in right section of footer	5	
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Columns were named correctly LOOK IN B18 FORMULA, =COUNTA(Artist) If artist is not in the parenthesis, they do not get any credit.	20	
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Total Row has correct Formulas - =SUM(B4:B13)	20	
Average row has correct formulas - =AVERAGE(B4:B13)	20	
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Contestant Number in lower right	10	
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Pacific Records
New Artist Downloads

Artist	July	August	September	October	November	December	January	Total
Athony Greer	525,000	459,000	113,000	206,000	242,000	388,000	112,000	2,045,000
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Leah America	365,000	297,000	234,000	235,000	117,000	332,000	9,800	1,589,800
Jesse Downhill	230,000	149,000	144,000	237,000	195,000	487,000	231,000	1,673,000
Michael Lopez	225,000	24,000	28,000	178,000	361,000	381,000	303,000	1,500,000
Alex Tanner	220,000	279,000	69,000	15,000	348,000	423,000	492,000	1,846,000
Josh Kilmer	178,000	476,000	199,000	186,000	573,000	382,000	231,000	2,225,000
Ben Stop	152,000	18,000	126,000	151,000	317,000	468,000	257,000	1,489,000
Josie Baaler	135,000	476,000	135,000	28,000	168,000	287,000	521,000	1,750,000
Sean National	117,000	398,000	63,000	184,000	334,000	297,000	524,000	1,917,000
Total	**2,616,000**	**2,940,000**	**1,244,000**	**1,909,000**	**2,883,000**	**3,977,000**	**3,138,800**	**18,707,800**
Average	261,600	294,000	124,400	190,900	288,300	397,700	313,880	1,870,780
Highest	525,000	476,000	234,000	489,000	573,000	532,000	524,000	2,673,000
Lowest	117,000	18,000	28,000	15,000	117,000	287,000	9,800	1,489,000
Number of Artists	10							
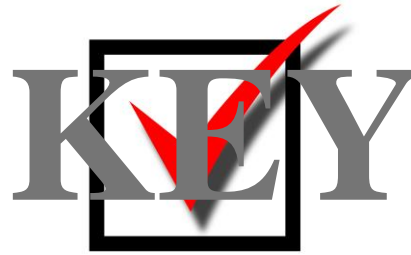
Pacific Records
New Artist Downloads

Artist	July	August	September	October	November	December	January	Total
Athony	525000	459000	113000	206000	242000	388000	112000	=SUM(B4:H4)
Summe	469000	364000	133000	489000	228000	532000	458000	=SUM(B5:H5)
Leah A	365000	297000	234000	235000	117000	332000	9800	=SUM(B6:H6)
Jesse D	230000	149000	144000	237000	195000	487000	231000	=SUM(B7:H7)
Michae	225000	24000	28000	178000	361000	381000	303000	=SUM(B8:H8)
Alex Ta	220000	279000	69000	15000	348000	423000	492000	=SUM(B9:H9)
Josh Ki	178000	476000	199000	186000	573000	382000	231000	=SUM(B10:H10)
Ben St	152000	18000	126000	151000	317000	468000	257000	=SUM(B11:H11)
Josie B	135000	476000	135000	28000	168000	287000	521000	=SUM(B12:H12)
Sean N	117000	398000	63000	184000	334000	297000	524000	=SUM(B13:H13)
Total	=SUM(B4:B13)	=SUM(C4:C13)	=SUM(D4:D13)	=SUM(E4:E13)	=SUM(F4:F13)	=SUM(G4:G13)	=SUM(H4:H13)	=SUM(I4:I13)
Averag	=AVERAGE(B4:B13)	=AVERAGE(C4:C13)	=AVERAGE(D4:D13	=AVERAGE(E4:E13	=AVERAGE(F4:F13	=AVERAGE(G4:G1	=AVERAGE(H4:	=AVERAGE(I4:I13)
Highes	=MAX(B4:B13)	=MAX(C4:C13)	=MAX(D4:D13)	=MAX(E4:E13)	=MAX(F4:F13)	=MAX(G4:G13)	=MAX(H4:H13)	=MAX(I4:I13)
Lowest	=MIN(B4:B13)	=MIN(C4:C13)	=MIN(D4:D13)	=MIN(E4:E13)	=MIN(F4:F13)	=MIN(G4:G13)	=MIN(H4:H13)	=MIN(I4:I13)
Numbe	=COUNTA(Artist)							

Total Downloads