

Contestant Number _____

Time _____

Rank _____

ADVANCED SPREADSHEET APPLICATIONS

-PILOT EVENT-

Regional– 2008

TOTAL POINTS _____ (200)

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

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Workplace Skills Assessment Program competition.

GENERAL INSTRUCTIONS

1. **Put your contestant number and printout number in the right section of a 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.

SCORING

	Points Possible	Score
Monthly commission formula	20	_____
Total Sales and Total Commission for each salesperson	10	_____
Cells A3:C17 font changed, columns adjusted accordingly	5	_____
Cells B3 and C3 column headings centered	5	_____
Cells A1:A2 and D2 font size changed	5	_____
A1:A2 merged and centered corrected	5	_____
Accounting 2 AutoFormat applied to all sales worksheets	10	_____
Conditional formatting	10	_____
Summary of Sales worksheet created	10	_____
Correct formula for total sales in summary of sales worksheet	10	_____
Correct formula for total commission in summary of sales worksheet	10	_____
Accounting 2 AutoFormat applied to all summary of sales worksheet	10	_____
3D clustered column chart created from summary of sales worksheet	10	_____
Chart title and subtitle correct	10	_____
Chart walls are white	10	_____
All months appear in their entirety on y-axis in chart	10	_____
Data labels appear and are formatted correctly	10	_____
Columns are cylinder shaped with correct pattern	10	_____
Filter is correct	10	_____
All worksheets are printed correctly with headers and footer correctly entered and placed	20	_____
TOTALS	200	_____

Special Instructions

Please use the following procedures for each worksheet that you submit:

- ✓ Save early and often. Loss of data, for any reason, is the student's responsibility.
- ✓ Check the spelling on all worksheets.
- ✓ Put your contestant number and printout number in the right section of a footer on each printout. Your name or initials should NOT appear on any work you submit.
- ✓ Center the following information in a header on each printout: the file name, the sheet name, the date, and the time. Each item should appear on a separate line in the header.
- ✓ Center each worksheet vertically and horizontally on the page and fit each worksheet on one page.

Professional Business Associates has a line of products they sell throughout the country. They have a small sales force that sells their products. The sales manager has asked you to build an Excel workbook to maintain data about the sales people including formulas that would calculate a commission at 5% on monthly sales and to calculate total sales and total commission. Sales are already recorded.

1. Open the file called **AdvSpreadsheetR** from the location provided by your proctor. Save the file as instructed by your proctor.
2. Notice that there are tabs for each of the salespeople. Each worksheet is consistent in terms of the placement of information.
3. Enter formulas for all worksheets that will calculate the monthly commission (use the percentage in cell B2), the total sales, and total commission.
4. For all worksheets, change the font size in cells A3:C17 to 12 point. Adjust columns so that all information is displayed correctly.
5. For all worksheets, center the column headings in cells B3 and C3.
6. For all worksheets, format the information in cells A1:A2 and D2 as 14 point.
7. Merge and center the information in cells A1 across columns A through C.
8. Apply the Accounting 2 AutoFormat to cells A3:C17 in all worksheets but do not change the font size.
9. Use conditional formatting of grey shading and bold font to the sales column for each salesperson whose sales exceeded \$50,000 in any month. **Note: Make sure the shading is dark enough to show on the printer you are using.**

10. Create a new worksheet named **Summary of Sales**. The information in the new worksheet should be consistent with the sales worksheets in terms of placement and formatting. Use 3D formulas to determine total sales and commissions of all salespeople for each month. Remove the conditional formatting from the **Summary of Sales** worksheet.
11. Check the entire workbook to make sure everything is calculating correctly and save your file.
12. Print all of your worksheets. For all worksheets, print another copy with formulas showing. Each printout should fit on one page in landscape.
13. Create a 3-D clustered column chart of total sales for each month. The chart should be saved as a new sheet called **Chart of Sales**. Enhance the chart as follows:
 - Chart Title: Professional Business Associates
 - Subtitle: Yearly Sales
 - The walls of the chart should be white.
 - Remove all gridlines.
 - Align the y-axis information at an 45 degree angle so that the names of all of the months appear in their entirety.
 - Add data labels showing the value of each column. These data labels should be formatted as currency with zero decimal places, aligned at 90 degrees, and adjusted so that they appear above each column.
 - Change the shape of the columns to cylinder.
 - Apply a wide upward diagonal pattern to each cylinder.
14. Print the chart.
15. Using the Summary of Sales worksheet, filter those months where sales exceeded \$400,000. Print this list.



ADVANCED SPREADSHEET APPLICATIONS

-PILOT EVENT-

KEY

Total Points _____(200)

Judges/Graders:

Please double-check and verify all scores!

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3. When turning in your contest, the jobs should be arranged in printout order.



SCORING

	Points Possible	Score
Monthly commission formula (Absolute cell references used)	20	_____
Total Sales and Total Commission for each salesperson (SUM function)	10	_____
Cells A3:C17 font changed, columns adjusted accordingly	5	_____
Cells B3 and C3 column headings centered	5	_____
Cells A1:A2 and D2 font size changed	5	_____
A1:A2 merged and centered corrected	5	_____
Accounting 2 AutoFormat applied to all sales worksheets	10	_____
Conditional formatting	10	_____
Summary of Sales worksheet created	10	_____
3D formulas used for total sales in summary of sales worksheet	10	_____
3D formulas used for total commission in summary of sales worksheet	10	_____
Accounting 2 AutoFormat applied to all summary of sales worksheet	10	_____
3D clustered column chart created from summary of sales worksheet	10	_____
Chart title and subtitle correct	10	_____
Chart walls are white	10	_____
All months appear in their entirety on y-axis in chart	10	_____
Data labels appear and are formatted correctly	10	_____
Columns are cylinder shaped with correct pattern	10	_____
Filter is correct	10	_____
All worksheets are printed correctly with headers and footer correctly entered and placed	20	_____
TOTALS	200	_____

James Jones Sales Summary

Percent of Sales for Commission 5%

	Sales	Commission
January	\$ 25,847.00	\$ 1,292.35
February	36,985.00	1,849.25
March	44,785.00	2,239.25
April	55,874.00	2,793.70
May	33,225.00	1,661.25
June	22,487.00	1,124.35
July	66,985.00	3,349.25
August	22,697.00	1,134.85
September	88,475.00	4,423.75
October	11,478.00	573.90
November	99,587.00	4,979.35
December	88,547.00	4,427.35
Totals	\$596,972.00	\$29,848.60

Ken Kimball Sales Summary

Percent of Sales for Commission 5%

	Sales	Commission
January	\$ 87,597.00	\$ 4,379.85
February	88,754.00	\$ 4,437.70
March	98,654.00	\$ 4,932.70
April	74,856.00	\$ 3,742.80
May	28,745.00	\$ 1,437.25
June	78,965.00	\$ 3,948.25
July	85,479.00	\$ 4,273.95
August	25,478.00	\$ 1,273.90
September	26,987.00	\$ 1,349.35
October	47,854.00	\$ 2,392.70
November	17,856.00	\$ 892.80
December	99,875.00	\$ 4,993.75
Totals	\$761,100.00	\$38,055.00

Each worksheet should fit on one page, landscape, centered horizontally and vertically with the contestant number right-aligned in a footer and the following information centered in a header: the file name, the sheet name, the date, and the time. Each item should appear on a separate line in the header.

Janet Jacks Sales Summary
 Percent of Sales for Commission 5%

	Sales	Commission
January	\$ 88,745.00	\$ 4,437.25
February	66,985.00	\$ 3,349.25
March	33,584.00	\$ 1,679.20
April	22,114.00	\$ 1,105.70
May	44,789.00	\$ 2,239.45
June	55,698.00	\$ 2,784.90
July	22,145.00	\$ 1,107.25
August	55,884.00	\$ 2,794.20
September	66,985.00	\$ 3,349.25
October	48,596.00	\$ 2,429.80
November	34,785.00	\$ 1,739.25
December	39,458.00	\$ 1,972.90
Totals	\$579,768.00	\$28,988.40

Dakota Allers Sales Summary

Percent of Sales for Commission 5%

	Sales	Commission
January	\$ 88,754.00	\$ 4,437.70
February	99,765.00	\$ 4,988.25
March	86,664.00	\$ 4,333.20
April	36,578.00	\$ 1,828.90
May	58,745.00	\$ 2,937.25
June	88,964.00	\$ 4,448.20
July	57,215.00	\$ 2,860.75
August	85,467.00	\$ 4,273.35
September	45,789.00	\$ 2,289.45
October	69,847.00	\$ 3,492.35
November	78,655.00	\$ 3,932.75
December	45,879.00	\$ 2,293.95
Totals	\$842,322.00	\$42,116.10



Harriet Amend Sales Summary
 Percent of Sales for Commission

	Sales	Commission
January	\$ 87,654.00	\$ 4,382.70
February	48,351.00	\$ 2,417.55
March	78,548.00	\$ 3,927.40
April	24,578.00	\$ 1,228.90
May	48,458.00	\$ 2,422.90
June	95,657.00	\$ 4,782.85
July	54,987.00	\$ 2,749.35
August	41,687.00	\$ 2,084.35
September	54,984.00	\$ 2,749.20
October	86,687.00	\$ 4,334.35
November	58,876.00	\$ 2,943.80
December	23,898.00	\$ 1,194.90
Totals	\$704,365.00	\$35,218.25

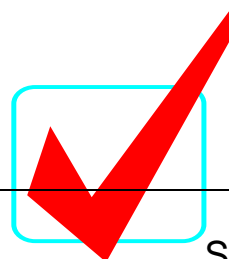
Milton Eddy Sales Summary
 5% Percent of Sales for Commission

	Sales	Commission
January	\$ 78,613.00	\$ 3,930.65
February	79,841.00	\$ 3,992.05
March	48,411.00	\$ 2,420.55
April	18,979.00	\$ 948.95
May	46,885.00	\$ 2,344.25
June	88,432.00	\$ 4,421.60
July	88,574.00	\$ 4,428.70
August	96,525.00	\$ 4,826.25
September	58,745.00	\$ 2,937.25
October	69,532.00	\$ 3,476.60
November	85,479.00	\$ 4,273.95
December	25,874.00	\$ 1,293.70
Totals	\$785,890.00	\$39,294.50

Formulas for Commission
 for all Sales Worksheets

5%	Commission
January	=B4*\$D\$2
February	=B5*\$D\$2
March	=B6*\$D\$2
April	=B7*\$D\$2
May	=B8*\$D\$2
June	=B9*\$D\$2
July	=B10*\$D\$2
August	=B11*\$D\$2
September	=B12*\$D\$2
October	=B13*\$D\$2
November	=B14*\$D\$2
December	=B15*\$D\$2
Totals	=SUM(C4:C15)

Note to grader: Sales total for each sales worksheet should be =SUM(C4:C15).



Summary of Sales

	Sales	Commission
January	\$ 457,210.00	\$ 22,860.50
February	\$ 420,681.00	\$ 21,034.05
March	\$ 390,646.00	\$ 19,532.30
April	\$ 232,979.00	\$ 11,648.95
May	\$ 260,847.00	\$ 13,042.35
June	\$ 430,203.00	\$ 21,510.15
July	\$ 375,385.00	\$ 18,769.25
August	\$ 327,738.00	\$ 16,386.90
September	\$ 341,965.00	\$ 17,098.25
October	\$ 333,994.00	\$ 16,699.70
November	\$ 375,238.00	\$ 18,761.90
December	\$ 323,531.00	\$ 16,176.55
Totals	\$4,270,417.00	\$ 213,520.85

Summary of Sales

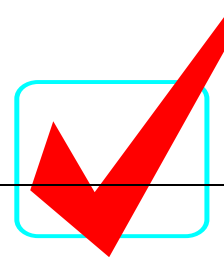
	Sales	Commission
January	=SUM(Jones:Eddy!B4)	=SUM(Jones:Eddy!C4)
February	=SUM(Jones:Eddy!B5)	=SUM(Jones:Eddy!C5)
March	=SUM(Jones:Eddy!B6)	=SUM(Jones:Eddy!C6)
April	=SUM(Jones:Eddy!B7)	=SUM(Jones:Eddy!C7)
May	=SUM(Jones:Eddy!B8)	=SUM(Jones:Eddy!C8)
June	=SUM(Jones:Eddy!B9)	=SUM(Jones:Eddy!C9)
July	=SUM(Jones:Eddy!B10)	=SUM(Jones:Eddy!C10)
August	=SUM(Jones:Eddy!B11)	=SUM(Jones:Eddy!C11)
September	=SUM(Jones:Eddy!B12)	=SUM(Jones:Eddy!C12)
October	=SUM(Jones:Eddy!B13)	=SUM(Jones:Eddy!C13)
November	=SUM(Jones:Eddy!B14)	=SUM(Jones:Eddy!C14)
December	=SUM(Jones:Eddy!B15)	=SUM(Jones:Eddy!C15)
Totals	=SUM(B4:B15)	=SUM(C4:C15)

Step 15. Filtered list.

Summary of Sales

	Sales	Commission
January	\$ 457,210.00	\$ 22,860.50
February	\$ 420,681.00	\$ 21,034.05
June	\$ 430,203.00	\$ 21,510.15
Totals	\$4,270,417.00	\$213,520.85

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Summary of Sales

