

SPREADSHEET APPLICATIONS & ANALYSIS (05)

Regional—2006

Total Points Received: _____ **(275)**

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 thereof (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/production
No more than ten (10) minutes wrap-up

Do **NOT** open test booklet until instructed to do so.

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Workplace Skills Assessment Program regional competition.

Contestant No.: <hr/> <i>Attach to printouts.</i>

SPREADSHEET APPLICATIONS & ANALYSIS (05)

Regional—2006

(POINTS ARE AN ALL OR NONE SITUATION. Do not split points if contestants have done some of the instruction – contestants receive a zero if an entire instruction was not completed.)	Points Possible	Score
Job 1 – Payroll Calculation		
Titles on worksheet	10	_____
Formatted according to directions	5	_____
Column Headings on worksheet	10	_____
Formatted according to directions	5	_____
ALL employee information numbers formatted according to directions	10	_____
Printout 1 – Printed according to directions – landscape, fit to one page, no gridlines or row/column labels showing	10	_____
Printout 2 – Printed according to directions – landscape, complete formulas, fit to one page	10	_____
Input Data – deduct 2 points for each typo up to 40 points	40	_____
	100	Subtotal: _____
Worksheet Calculation		
Correct formula: Regular	15	_____
copied to appropriate cells	5	_____
Correct formula: O/T	15	_____
copied to appropriate cells	5	_____
Correct formula: Gross pay	15	_____
copied to appropriate cells	5	_____
	60	Subtotal: _____
Job 2 Sort		
(No new data is inputted. Do not count typos on the Job 2 printout – points should have been deducted on Job 1.)		
Employees sorted by department	20	_____
Employees in alphabetical order within departments	20	_____
Two Rows inserted after each department	10	_____
Row heading for each department totals entered	5	_____
Formatted according to directions	5	_____
Department totals calculated	15	_____
Totals at bottom recalculated using only the department totals (check this on the formula page)	20	_____
Printout 3 – Printed according to directions – landscape, fit to one page, no gridlines or row/column labels showing	10	_____
Printout 4 – Printed according to directions – landscape, complete formulas, fit to one page	10	_____
	115	Subtotal: _____
	275	Total: _____

SPREADSHEET APPLICATIONS & ANALYSIS
REGIONAL 2006
PAGE 3 OF 4

JOB 1:

Lei Xiao's Oriental Carpets has employed your company to process their payroll each week. Create a spreadsheet to track payroll information for the company's employees for the Week of 4/24.








- ☞ Place your contestant number in cell A1.
- ☞ In cell B3 enter the title **Professional Business Associates Financial Services**. Center title across cells B3:I3, Arial 14 pt., bold font.
- ☞ In cell B5 enter **Lei Xiao's Oriental Carpets**. Center title across cells B5:I5, Arial 12 pt., bold font.
- ☞ In cell B7 enter **Payroll – Week of 4/24**. Use Arial 12 pt. bold font.
- ☞ In cells B9:I9 enter column headings as shown. Format Arial 12 pt., bold, centered and text wrapped as shown.
- ☞ Use Arial 12 pt. for all remaining entries. Text should be left justified. Numbers should be right justified and use comma separation.
- ☞ Columns D should be formatted for two decimals and columns E and F should be formatted for one decimal.

Name	Department	Rate	Hours Worked	Overtime	Regular	O/T	Gross Pay
Arana, Jose	Sales	11.25	32				
Brown, Thomas	Delivery	8.5	40	2			
Smith, Janice	Accounting	9.75	40	2			
Combs, William	Delivery	8.5	32				
Rasmuth, Jack	Sales	11.5	40	2			
Frey, Jere	Delivery	8.75	16				
Li, Ming	Sales	11.25	40				
Li, Xia	Accounting	9.25	24				
Ota, Akira	Sales	11.5	32				
Alfred, Jose	Delivery	8.25	40	2			
Stone, Tamara	Accounting	9.75	40	1.5			
Lu, Jamie	Delivery	8.25	20				
Campos, Jairo	Sales	10.75	40	1.5			

- ☞ All employees get paid 1.5 times their rate for their overtime pay. Input a formula to calculate Regular and O/T amounts.
- ☞ Input a formula to calculate Gross Pay.
- ☞ Format currency columns as numbers with 2 decimals and comma separators for thousands – do not show \$ sign.
- ☞ In B25 Enter **TOTALS**. Arial, bold, 12pt.
- ☞ In row 25, total columns E - I. Arial, bold, 12pt.

- ☞ **PRINTOUT 1** - Print the worksheet in landscape and fit to one page. (**DO NOT** have grids or row/column labels showing)
- ☞ **PRINTOUT 2** - Print the worksheet with complete formulas showing (fit to one page and printed landscape – make sure all formulas are showing).

JOB 2:

-  Sort the spreadsheet by department and then alphabetized employees within each department.
 -  Insert 2 rows after each department.
 -  In the first blank row below each department group, type **Total for <department name>** in column B. Arial, bold, 12 pt.
 -  Total salaries by department. Arial, bold, 12 pt.
 -  Change the Totals formula at the bottom to only add up the totals of the departments. Add currency symbol (\$) to the currency columns.
-
-  **PRINTOUT 3** - Print the worksheet in landscape and fit to one page. (**DO NOT** have grids or row/column labels showing)
 -  **PRINTOUT 4** - Print the worksheet with complete formulas showing (fit to one page and printed landscape – make sure all formulas are showing).



SPREADSHEET APPLICATIONS & ANALYSIS (05)

KEY

REGIONAL—2006

Total Points Received: _____(275)

Graders:

When grading computer-generated problems, refer to the *Style & Reference Manual* and Production Standards in the *Workplace Skills Assessment Program Guidelines* for further instructions.

Double-check and verify all scores!

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SPREADSHEET APPLICATIONS & ANALYSIS (05)

Regional—2006

(POINTS ARE AN ALL OR NONE SITUATION. Do not split points if contestants have done some of the instruction – contestants receive a zero if an entire instruction was not completed.)

	Points Possible	Score	
Job 1 – Payroll Calculation			
Titles and date on worksheet	10	_____	
Formatted according to directions	5	_____	
Column Headings on worksheet	10	_____	
Formatted according to directions	5	_____	
ALL employee information numbers formatted according to directions	10	_____	
Printout 1 – Printed according to directions – landscape, fit to one page, no gridlines or row/column labels showing	10	_____	
Printout 2 – Printed according to directions – landscape, complete formulas, fit to one page	10	_____	
Input Data – deduct 2 points for each typo up to 40 points	40	_____	
	100	Subtotal:	_____
Worksheet Calculation			
Correct formula: Regular copied to appropriate cells	15	_____	
Correct formula: O/T copied to appropriate cells	5	_____	
Correct formula: O/T copied to appropriate cells	15	_____	
Correct formula: Gross pay copied to appropriate cells	5	_____	
Correct formula: Gross pay copied to appropriate cells	15	_____	
Correct formula: Gross pay copied to appropriate cells	5	_____	
	60	Subtotal:	_____
Job 2 Sort			
(No new data is inputted. Do not count typos on the Job 2 printout – points should have been deducted on Job 1.)			
Employees sorted by department	20	_____	
Employees in alphabetical order within departments	20	_____	
Two Rows inserted after each department	10	_____	
Row heading for each department totals entered	5	_____	
Formatted according to directions	5	_____	
Department totals calculated	15	_____	
Totals at bottom recalculated using only the department totals (check this on the formula page)	20	_____	
Printout 3 – Printed according to directions – landscape, fit to one page, no gridlines or row/column labels showing	10	_____	
Printout 4 – Printed according to directions – landscape, complete formulas, fit to one page	10	_____	
	115	Subtotal:	_____
	285	Total:	_____



Contestant #

Professional Business Associates Financial Services

Lei Xiao's Oriental Carpets

Payroll - Week of 4/24

Name	Department	Rate	Hours Worked	Overtime	Regular	O/T	Gross Pay
Arana, Jose	Sales	11.25	32		360.00	0.00	360.00
Brown, Thomas	Delivery	8.50	40	2.0	340.00	25.50	365.50
Smith, Janice	Accounting	9.75	40	2.0	390.00	29.25	419.25
Combs, William	Delivery	8.50	32		272.00	0.00	272.00
Rasmuth, Jack	Sales	11.50	40	2.0	460.00	34.50	494.50
Frey, Jere	Delivery	8.75	16		140.00	0.00	140.00
Li, Ming	Sales	11.25	40		450.00	0.00	450.00
Li, Xia	Accounting	9.25	24		222.00	0.00	222.00
Ota, Akira	Sales	11.50	32		368.00	0.00	368.00
Alfred, Jose	Delivery	8.25	40	2.0	330.00	24.75	354.75
Stone, Tamara	Accounting	9.75	40	1.5	390.00	21.94	411.94
Lu, Jamie	Delivery	8.25	20		165.00	0.00	165.00
Campos, Jairo	Sales	10.75	40	1.5	430.00	24.19	454.19
TOTALS			436	11.0	\$ 4,317.00	\$ 160.13	\$ 4,477.13



Professional Business Associates Financial Services

Lei Xiao's Oriental Carpets

Payroll Week of 4/24

Name	Department	Rate	Hours Worked	Overtime	Regular	O/T	Gross Pay
Arana, Jose	Sales	11.25	32		=D11*E11	=D11*1.5*F11	=G11+H11
Brown, Thomas	Delivery	8.5	40	2	=D12*E12	=D12*1.5*F12	=G12+H12
Smith, Janice	Accounting	9.75	40	2	=D13*E13	=D13*1.5*F13	=G13+H13
Combs, William	Delivery	8.5	32		=D14*E14	=D14*1.5*F14	=G14+H14
Rasmuth, Jack	Sales	11.5	40	2	=D15*E15	=D15*1.5*F15	=G15+H15
Frey, Jere	Delivery	8.75	16		=D16*E16	=D16*1.5*F16	=G16+H16
Li, Ming	Sales	11.25	40		=D17*E17	=D17*1.5*F17	=G17+H17
Li, Xia	Accounting	9.25	24		=D18*E18	=D18*1.5*F18	=G18+H18
Ota, Akira	Sales	11.5	32		=D19*E19	=D19*1.5*F19	=G19+H19
Alfred, Jose	Delivery	8.25	40	2	=D20*E20	=D20*1.5*F20	=G20+H20
Stone, Tamara	Accounting	9.75	40	1.5	=D21*E21	=D21*1.5*F21	=G21+H21
Lu, Jamie	Delivery	8.25	20		=D22*E22	=D22*1.5*F22	=G22+H22
Campos, Jairo	Sales	10.75	40	1.5	=D23*E23	=D23*1.5*F23	=G23+H23
TOTALS			=SUM(E11:E23)	=SUM(F11:F23)	=SUM(G11:G23)	=SUM(H11:H23)	=SUM(I11:I23)



Contestant #

Professional Business Associates Financial Services

Lei Xiao's Oriental Carpets

Payroll Week of 4/24

Name	Department	Rate	Hours Worked	Overtime	Regular	O/T	Gross Pay
Li, Xia	Accounting	9.25	24		222.00	0.00	
Smith, Janice	Accounting	9.75	40	2.0	390.00	29.25	
Stone, Tamara	Accounting	9.75	40	1.5	390.00	21.94	
Total for Accounting							\$ 1,053.19
Alfred, Jose	Delivery	8.25	40	2.0	330.00	24.75	
Brown, Thomas	Delivery	8.50	40	2.0	340.00	25.50	
Combs, William	Delivery	8.50	32		272.00	0.00	
Frey, Jere	Delivery	8.75	16		140.00	0.00	
Lu, Jamie	Delivery	8.25	20		165.00	0.00	
Total for Delivery							\$ 1,297.25
Arana, Jose	Sales	11.25	32		360.00	0.00	
Campos, Jairo	Sales	10.75	40	1.5	430.00	24.19	
Li, Ming	Sales	11.25	40		450.00	0.00	
Ota, Akira	Sales	11.50	32		368.00	0.00	
Rasmuth, Jack	Sales	11.50	40	2.0	460.00	34.50	
Total for Sales							\$ 2,126.69
TOTALS			436	11.0	\$ 4,317.00	\$ 160.13	\$ 4,477.13



Contestant #

Professional Business Associates Financial Services

Lei Xiao's Oriental Carpets

Payroll Week of 4/24

Name	Department	Rate	Hours Worked	Overtime	Regular	O/T	Gross Pay
Li, Xia	Accounting	9.25	24		=D10*E10	=D10*1.5*F10	=G10+H10
Smith, Janice	Accounting	9.75	40	2	=D11*E11	=D11*1.5*F11	=G11+H11
Stone, Tamara	Accounting	9.75	40	1.5	=D12*E12	=D12*1.5*F12	=G12+H12
Total for Accounting							=SUM(I10:I12)
Alfred, Jose	Delivery	8.25	40	2	=D15*E15	=D15*1.5*F15	=G15+H15
Brown, Thomas	Delivery	8.5	40	2	=D16*E16	=D16*1.5*F16	=G16+H16
Combs, William	Delivery	8.5	32		=D17*E17	=D17*1.5*F17	=G17+H17
Frey, Jere	Delivery	8.75	16		=D18*E18	=D18*1.5*F18	=G18+H18
Lu, Jamie	Delivery	8.25	20		=D19*E19	=D19*1.5*F19	=G19+H19
Total for Delivery							=SUM(I15:I19)
Arana, Jose	Sales	11.25	32		=D22*E22	=D22*1.5*F22	=G22+H22
Campos, Jairo	Sales	10.75	40	1.5	=D23*E23	=D23*1.5*F23	=G23+H23
Li, Ming	Sales	11.25	40		=D24*E24	=D24*1.5*F24	=G24+H24
Ota, Akira	Sales	11.5	32		=D25*E25	=D25*1.5*F25	=G25+H25
Rasmuth, Jack	Sales	11.5	40	2	=D26*E26	=D26*1.5*F26	=G26+H26
Total for Sales							=SUM(I22:I26)
TOTALS			=SUM(E10:E29)	=SUM(F10:F29)	=SUM(G10:G29)	=SUM(H10:H29)	=SUM(I13,I20,I27)