

Required

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(235) Advanced Spreadsheet Applications (S | PS)

Description

Develop effective solutions to business problems using many of the advanced features within the Microsoft® Excel skill standards. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all members passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MOS Excel 2016 and upon passing the exam, members will be awarded 100 points to their final score. All persons planning to take a certification test MUST register with Certiport (www.certiport.com) before attending NLC to create their Certiport profile. Members must include their BPA member ID in their Certiport profile when they register online. For more information on the exam, visit: <http://www.certiport.com>

Eligibility

Any student member may enter this event. A member may *not* compete in both Fundamental Spreadsheet Applications and Advanced Spreadsheet Applications in the same year. This event may be repeated.

Member must supply

Sharpened No. 2 pencils, pens, ruler

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). Members who violate this rule will be *disqualified*.

Published and/or unpublished non-electronic written reference materials

Business Professionals of America assumes no responsibility for hardware/software provided by the member. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Import and export data
- Format, manage and customize Excel workbooks
- Define and work with ranges
- Create and use macros
- Audit worksheets
- Summarize data
- Demonstrate an understanding of workgroup collaboration
- Utilize formula auditors
- Utilize advanced charting and formula creation
- Create advanced formulas
- Develop Pivot Tables to organize data

Equipment/supplies provided

Computer, printer, and paper
Software as designated for this event
Flash drive

Length of event

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

Method of evaluation

Application
Certification test taken per conference schedule at NLC

Entries

Each state is allowed five (5) entries