

Member ID: \_\_\_\_\_

Time: \_\_\_\_\_

Rank: \_\_\_\_\_



# FUNDAMENTAL SPREADSHEET APPLICATIONS (230) REGIONAL 2023

**Production:**

Job 1: Basic Formatting/Formulas	_____ (100 points)
Job 2: Entering Data	_____ (90 points)
Job 3: Graphics	_____ (50 points)
Job 4: Charts	_____ (50 points)
TOTAL POINTS	_____ (290 points)

**Test Time: 90 minutes**

### GENERAL GUIDELINES:

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

1. Member 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 1-2.
2. Key all jobs according to the instructions given.
3. Correct 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 Member ID on 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 Member 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.

## **Job #1 Basic Formatting/Formulas**

**Directions:** Complete the project and add some basic formulas to the workbook.

Open the CLOVER CLOTHING CO file from the folder.

### **Formatting**

Rename Sheet 1, Clothing Inventory.

Merge and Center cells A1:G1.

Apply the Title Cell Style to cell A1.

Apply the following format to the text in Row 3:

Times New Roman font, Bold, Size 14, Center alignment

Apply the Fill color, Blue Lighter, Accent 1, 80% to cells A3:G3.

Change the rest of the text to Times New Roman, Size 12.

Apply the Accounting number format to Columns E, F and G with Decimal place 2 and with \$.

Adjust the Row Height of Row 3 to 34.5 (46 pixels).

Wrap the text in cell F3.

Adjust the Column Width of Column F to 12 (89 pixels).

### **Formulas**

Sort the table by Category, then by Material. Both alphabetically.

Type TOTAL ITEMS in cell A23.

Create a COUNT formula in cell B23 to give a total number of clothing items.

In cell G4, insert formula that takes the SUGGESTED SELLING PRICE and subtract the COST.

Use your AutoFill to copy the formula down through cell G21.

In cell G23, insert formula to calculate the total Gross Profit.

Bold the text in Cells A23, B23, and G23.

Apply a Double Underline to cell G21.

Apply the Fill Color, Gold Accent 4, Lighter 40% to cells A23:G23.

### **Printing**

Choose the Show Gridlines option.

Change the Orientation to Landscape.

Center on Page Horizontally and Vertically.

In the footer, key your Member ID and Job number and align to the right.

Print your spreadsheet.

Show Formulas, resize columns so they fit the data, Print Formulas.

## Job #2 Entering Data, Graphics and Charts

**Directions:** Complete the project and add some basic Graphics and Charts to the workbook.

Open the FIRST QUARTER SALES file from the folder.

### Data Entry

Enter the following data into your spreadsheet.

B4 – 32	B5 – 39	B6 – 42	B7 – 40
C4 – 21	C5 – 40	C6 – 29	C7 – 34
D4 – 28	D5 – 29	D6 – 44	D7 – 38
E4 – 33	E5 – 36	E6 – 41	E7 – 22

### Formatting

Center the text in cells A3:E3 and B4:E7.

Fill cells A3:E3 with Gray, Accent 3, Lighter 40%.

Fill cells A4:A7 with Gold, Accent 4, Lighter 80%.

Merge and Center Cells A1:E1.

Apply the Heading 1 Cell Style to cell A1.

Delete Row 2.

Change the Font of cells A2:E6 to Times New Roman, size 14 pt.

Adjust the Column Width to 14 on columns A through E.

Center on Page Horizontally and Vertically.

In the footer, key your Member ID and Job number and align to the right.

Print your spreadsheet.

## Job #3 Graphic

Insert the Business Logo image from the folder, into the spreadsheet.

Change the size of the logo to 1” tall by 1.6” wide.

Crop the image so that most of the white background is removed.

Change the height of Rows 1 to 70.

Move the image so that it aligns with Row 1, Column B.

Apply the Perspective, Shadow, White Picture Style to the logo.

Center on Page Horizontally and Vertically.

In the footer, key your Member ID and job number and align to the right.

Print your spreadsheet.

### **Job #4 Chart**

Add a 2D-Clustered Column chart to the spreadsheet, comparing the sales of each person.

Apply the Style 10 Table Style.

Change the Table Color to Colorful Palette 3.

Change the Chart Title to SALES, Times New Roman Size 20 pt.

The Legend should appear on the RIGHT.

Move the Chart so it centered below the data.

### **Printing**

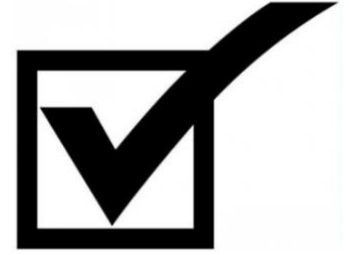
Center on Page Horizontally and Vertically.

In the footer, key your Member ID and Job number and align to the right.

Print your spreadsheet.



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



# **FUNDAMENTAL SPREADSHEET APPLICATIONS**

(230)

## **REGIONAL 2023**

**Production:**

<b>Job 1: Basic Formatting/Formulas</b>	_____ (100 points)
<b>Job 2: Graphics and Charts</b>	_____ (90 points)
<b>Job 3: Graphics</b>	_____ (50 points)
<b>Job 4: Chart</b>	_____ (50 points)
<b>TOTAL POINTS</b>	_____ (290 points)

**Test Time: 90 minutes**

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5. In the lower **right**-hand corner of ALL work submitted (unless otherwise specified), key your Member 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.

**GRADER: points are all or none unless otherwise noted!**

<b>Job 1 (Basic Formatting/Formulas)</b>	<b>Points Possible</b>	<b>Points Earned</b>
Member ID and Job number in right section of footer	10	
A1:G1 is Merged and Centered	5	
Title Cell Style applied to A1	5	
Row 3, Times New Roman, Bold, 14 pt., Centered	5	
A3:G3 Filled with Blue Accent 1, 80%	5	
Remaining Text is Times New Roman, Size 12	5	
Accounting Format applied to Columns E, F and G	5	
Column F width set to 12 (89 pixels)	5	
Table sorted by Category, then by Material	5	
Count formula is entered in cell B23	5	
Correct formula in cell G4:G21	5	
A23, B23 and G23 are Bold	5	
Double Underline to cell G21	5	
A23:G23 have Gold, Accent 4, Lighter 40% Fill Color	5	
Gridlines show	5	
Landscape Orientation	5	
Data centered Horizontally and Vertically on page	5	
Print Data and Print Formulas	10	
<b>Subtotal</b>	<b>100</b>	
<b>Job 2-4 (Entering Data, Graphics and Charts)</b>	<b>Points Possible</b>	<b>Points Earned</b>
Member ID and Job number in right section of footer	10	
Text Centered in cells A3:E3 and B4:E7	5	
A3:E3 filled with Light Gray, Background 2, Darker 25%	5	
A3:A6 filled with Gold, Accent 4, Lighter 80%	5	
A1:E1 Merged and Centered	5	
A1 has Heading 1 Cell Style	5	
Font of cells A2:E6 changed to Times New Roman, 14 pt.	5	
Adjust the Columns A through E to Width to 14		
<b>Subtotal</b>	<b>100</b>	
<b>Job # 3</b>		
Insert the Business Logo image from the folder into the spreadsheet	10	



# FUNDAMENTAL SPREADSHEET APPLICATIONS

## REGIONAL KEY 2023

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Change the size of the logo to 1" height and 1.6 in width	5	
Crop the image so that most of the white background is removed	5	
Change the height of Rows 1 to 70	5	
Move the image so that it aligns with Row 1, Column B	5	
Apply the Perspective, Shadow, White Picture Style to the Logo	5	
Center on Page Horizontally and Vertically	5	
In the Footer, key your member ID and Job number and align to the right	5	
Print your spreadsheet	5	
<b>Subtotal</b>	<b>50</b>	
<b>Job 4 Chart</b>		
Add a 2D-Clustered Column chart to the spreadsheet, comparing the sales of each person.	10	
Apply the Chart Style Chart 10	5	
Change the Chart Color to Colorful Palette 3	5	
Change the Chart Title to SALES, Times New Roman, Size 20 pt.	5	
Show the Legend on the Right	5	
Move the Chart to a new sheet	5	
Center on Page Horizontally and Vertically	5	
In the Footer, key your Member ID and Job number and align to the right	5	
Print your Spreadsheet	5	
<b>Subtotal</b>	<b>50</b>	
<b>TOTAL POINTS</b>	<b>290</b>	

# FUNDAMENTAL SPREADSHEET APPLICATIONS

## REGIONAL KEY 2023

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### JOB 1 – Print outs

Clover Clothing Co.						
Category	Item Number	Item Name	Material	Cost	Suggested Selling Price	Gross Profit
Dresses	200015007	A-line Mini Dress	Polyester	\$ 6.45	\$ 12.90	\$ 6.45
Dresses	200015224	Faux Suede Cami Romper	Polyester	\$ 14.95	\$ 29.90	\$ 14.95
Dresses	200018727	Criss Cross Front Dress	Rayon	\$ 12.45	\$ 24.90	\$ 12.45
Hoodies	200015493	Zip Up Hoodie	Cotton	\$ 7.45	\$ 14.90	\$ 7.45
Hoodies	200016863	Draw String Vest	Cotton	\$ 7.95	\$ 15.90	\$ 7.95
Suits	200010148	Classic 2 Button Blazer	Polyester	\$ 26.45	\$ 52.90	\$ 26.45
Suits	200018191	Satin Trim Blazer	Polyester	\$ 31.45	\$ 62.90	\$ 31.45
Suits	200016337	Creased Trousers	Polyester	\$ 14.95	\$ 29.90	\$ 14.95
Sweaters	200016524	Vented Hem Sweater	Acrylic	\$ 13.95	\$ 27.90	\$ 13.95
Sweaters	200008248	Button Down Cardigan	Cotton	\$ 11.45	\$ 22.90	\$ 11.45
Sweaters	200015794	Mock Neck Sweater	Rayon	\$ 8.95	\$ 17.90	\$ 8.95
Tees	200018709	Mineral Wash Tee	Cotton	\$ 7.45	\$ 14.90	\$ 7.45
Tees	200016757	Knotted Hem Tee	Cotton	\$ 5.45	\$ 10.90	\$ 5.45
Tees	200018698	Classic Striped Tee	Rayon	\$ 5.45	\$ 10.90	\$ 5.45
Tops	200018276	Contemporary Chiffon Twist Top	Chiffon	\$ 11.45	\$ 22.90	\$ 11.45
Tops	200015109	Striped Panel Tee	Cotton	\$ 6.45	\$ 12.90	\$ 6.45
Tops	200016210	Longline Tee	Polyester	\$ 7.45	\$ 14.90	\$ 7.45
Tops	200015032	Dropped Dolphin Hem Shirt	Rayon	\$ 11.45	\$ 22.90	\$ 11.45
Total Items		18			\$ 211.60	

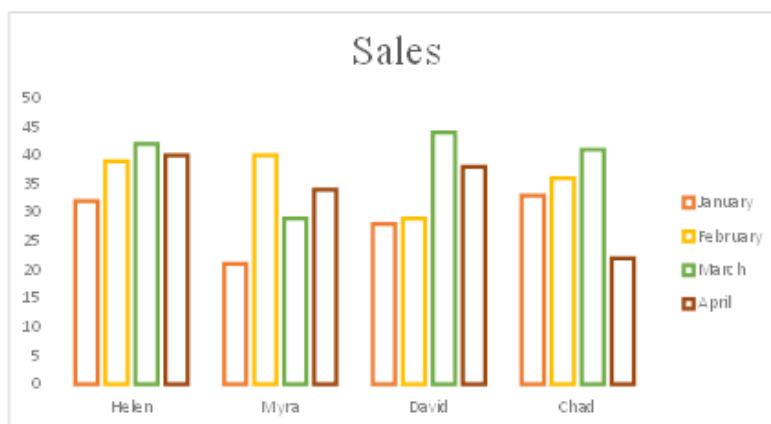
Member ID  
Job 1

Clover Clothing Co.						
Category	Item Number	Item Name	Material	Cost	Suggested Selling Price	Gross Profit
Dresses	200015007	A-line Mini Dress	Polyester	6.45	12.9	=F4-E4
Dresses	200015224	Faux Suede Cami Romper	Polyester	14.95	29.9	=F5-E5
Dresses	200018727	Criss Cross Front Dress	Rayon	12.45	24.9	=F6-E6
Hoodies	200015493	Zip Up Hoodie	Cotton	7.45	14.9	=F7-E7
Hoodies	200016863	Draw String Vest	Cotton	7.95	15.9	=F8-E8
Suits	200010148	Classic 2 Button Blazer	Polyester	26.45	52.9	=F9-E9
Suits	200018191	Satin Trim Blazer	Polyester	31.45	62.9	=F10-E10
Suits	200016337	Creased Trousers	Polyester	14.95	29.9	=F11-E11
Sweaters	200016524	Vented Hem Sweater	Acrylic	13.95	27.9	=F12-E12
Sweaters	200008248	Button Down Cardigan	Cotton	11.45	22.9	=F13-E13
Sweaters	200015794	Mock Neck Sweater	Rayon	8.95	17.9	=F14-E14
Tees	200018709	Mineral Wash Tee	Cotton	7.45	14.9	=F15-E15
Tees	200016757	Knotted Hem Tee	Cotton	5.45	10.9	=F16-E16
Tees	200018698	Classic Striped Tee	Rayon	5.45	10.9	=F17-E17
Tops	200018276	Contemporary Chiffon Twist Top	Chiffon	11.45	22.9	=F18-E18
Tops	200015109	Striped Panel Tee	Cotton	6.45	12.9	=F19-E19
Tops	200016210	Longline Tee	Polyester	7.45	14.9	=F20-E20
Tops	200015032	Dropped Dolphin Hem Shirt	Rayon	11.45	22.9	=F21-E21
Total Items		=COUNT(B4:B21)				=SUM(G4:G21)

Member ID  
Job 1

**JOB 2 – print out**

Sales				
Month	Helen	Myra	David	Chad
January	32	21	28	33
February	39	40	29	36
March	42	29	44	41
April	40	34	38	22



Member ID  
Job 2