

## **(235) Advanced Spreadsheet Applications**

### **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 2019 Expert and upon passing the exam, members will be awarded 50 points to their final score. All persons planning to take a certification test MUST register with Certiport ([www.certiport.com](http://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 secondary division 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Published and/or unpublished non-electronic written reference materials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 and use advanced functions
- Create, modify, format, and configure tables
- Develop Pivot Tables to organize data

### **Equipment/supplies provided**

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

### **Method of evaluation**

Application - *Reference materials are allowed.*  
Certification test taken per conference schedule at NLC

### **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  
No more than fifty (50) minutes for certification test

### **Entries**

Each state is allowed five (5) entries