

# ADVANCED SPREADSHEET APPLICATIONS (07)

## Regional– 2013

**TOTAL POINTS** \_\_\_\_\_ (330)

***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* regional competition.

## GENERAL INSTRUCTIONS

1. **Put your contestant 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
Typos (0 errors 40 points, 1 error 35 points, 2 errors 30 points, 3 or more errors 0 points)	40	
On each Quarter sheet and Yearly sheet (see tabs at bottom), main title Times New Roman, 20 pt., italic, merged and centered over all columns	5	
On each Quarter sheet and Yearly sheet, sub title Times New Roman, 14 pt., merged and centered over all columns	5	
On each of the four Quarter sheets in the workbook, region totals are correct. Formulas are only entered for the rows labeled North, South, East, and West.	80	
On each Quarter sheet, Row 39 shows the total for the column titled: <b>Total Sales All Regions</b> and the total is correct	8	
Totals for month columns are correct (2 pts. each) on each of the 4 Quarter sheets	24	
Column headings are centered (1 pts. each)	20	
On the Yearly worksheet, copy and paste link option was used to link Quarter 1, 2, 3 and 4 <b>Regional Totals</b> to each quarter. Adjusted all linked columns to best fit, comma style, and no decimals. Numbers are only showing for North, South, East, and West. There should be no zeros on other lines (10 pts. for each correct quarter column)	40	
Numbers formatted on all sheets with comma separators and no decimals	10	
=sum() or addition formula used for all totals	25	
Yearly sheet and Quarter 1 sheet printed with formulas showing fit to one page	20	
Exploding 3-D Pie Chart	10	
Percentages displayed for each pie piece	10	
Quarters are listed in legend	10	
Correct title on pie chart	10	
All printouts done as instructed with contestant number on right side of footer and file name and tab name listed in the header (all or nothing)	13	
<b>TOTALS</b>	<b>330</b>	_____









### 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 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 and the sheet name. 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. *Print all worksheets in Landscape format.*
- 

Professional Business Associates has a wholesale on-line music division and needs you to present the sales data for 2013 from its four regions of the country. Currently they have *recorded sales from each region for the 5 styles of music (genre) that are sold.*

-  Open the file called **AdvSpreadR13** from the location provided by your proctor. Save the file as instructed by your proctor.
-  Notice at the bottom of the open workbook file there are tabs for each of the 4 Quarters in which *M&K Wholesale Music* has sales and a Yearly tab.
-  On each of the five sheets in the workbook merge and center from column A to F the Main title located on row 1. Change the font of M&K Wholesale Music to Times New Roman, 20 point font, italics.
-  On each of the five sheets in the workbook merge and center from column A to F the sub title located on row 2. Change the font to Times New Roman, 14 point font.
-  On each of the four Quarter sheets in the workbook, calculate the region totals and monthly totals. (Make sure the formulas are only entered for the rows labeled North, South, East, and West).
-  On each of the four Quarter sheets in the workbook in cell E39, calculate the **Total Sales All Regions** for all genres of music.
-  On each of the four Quarter sheets row 4, center all column headings from columns B through E. Make the **Regional Totals** into a two-line heading.
-  Format all numbers to Comma style with no decimals.
-  Move the Yearly tab to the front of the other four tabs.

-  Using the copy and paste link options, link Quarter 1, 2, 3 and 4 **Regional Totals** to the corresponding column on the Yearly worksheet. Adjust all linked columns to best fit, comma style, and no decimals. Make sure that numbers are only showing for North, South, East, and West. There should be no zeros on other lines.
-  Print all five sheets.
-  Show formulas on the **Quarter 1** sheet and the **Yearly sheet**.
-  Print the two sheets with formulas showing (fit to one page printout).
-  Create an exploding, 3-D pie chart of the 4 Quarters in the TOTALS row on the Yearly sheet. The percentages for each piece of the pie should be on the pie slices.
-  Be sure the legend has each quarter designated.
-  The title for the chart should be **M&K Wholesale Music Quarterly Sales**
-  Print the pie chart.

### ***CORRECT ORDER FOR TURNING IN PRINTOUTS***

Quarter 1  
Quarter 2  
Quarter 3  
Quarter 4  
Yearly Sheet  
Yearly formula sheet  
Quarter 1 formula sheet  
Pie Chart



# ADVANCED SPREADSHEET APPLICATIONS (07)

## KEY

**Total Points** \_\_\_\_\_ **(330)**

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***Judges/Graders:***

Please double-check and verify all scores!

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<b>TOTALS</b>	<b>330</b>	<u>          </u>





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
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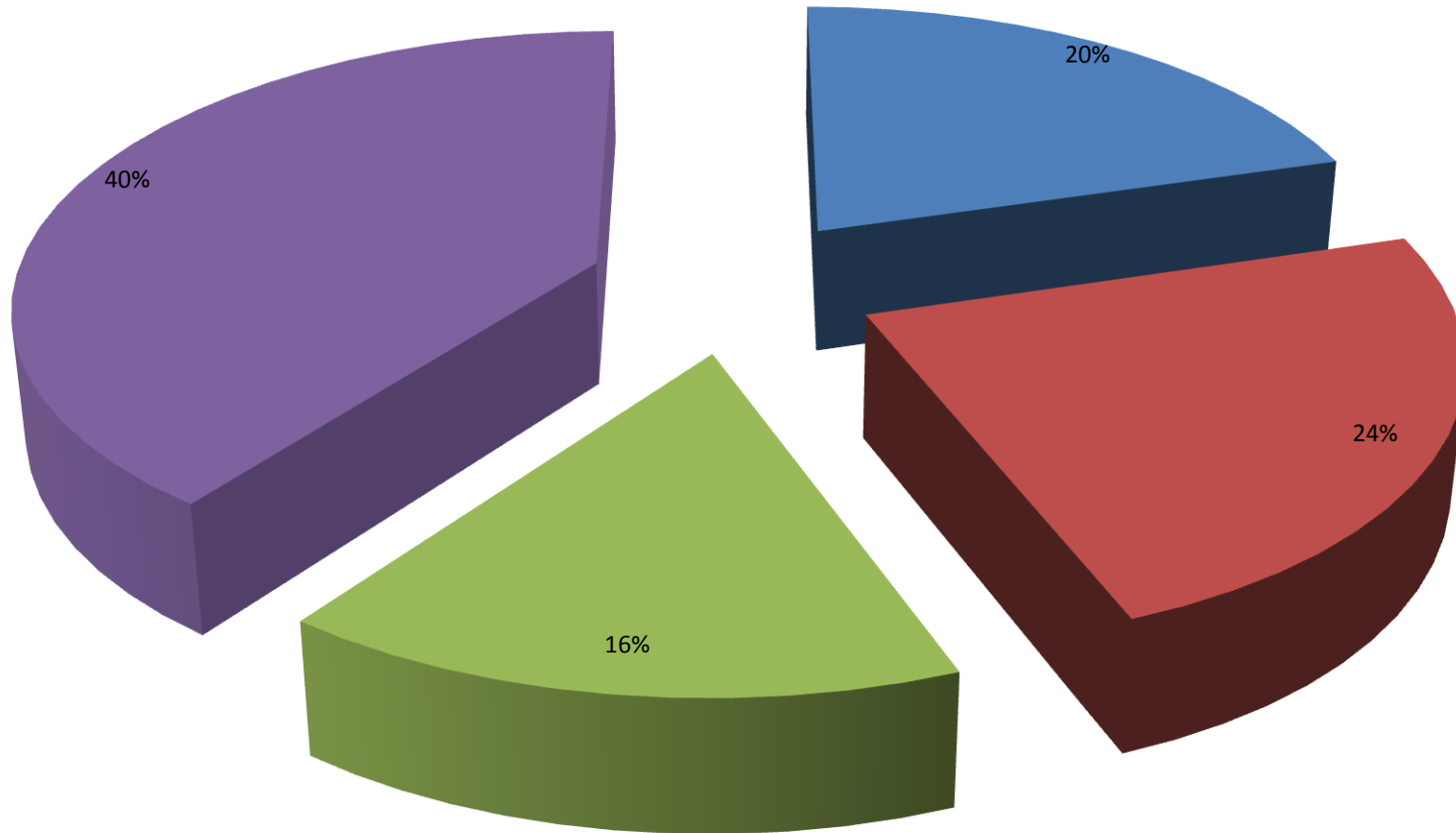
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Quarter 1  
Quarter 2  
Quarter 3  
Quarter 4  
Yearly Sheet  
Yearly formula sheet  
Quarter 1 formula sheet  
Pie Chart

# M&K Wholesale Music Quarterly Sales



■ Quarter 1 ■ Quarter 2 ■ Quarter 3 ■ Quarter 4



***M&K Wholesale Music***  
Report of 2012 Yearly Sales by Region



Genre	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<b>Country</b>				
North	153,100	158,588	299,349	737,591
South	119,365	208,547	57,522	57,322
East	200,118	122,063	63,782	602,645
West	161,927	97,180	33,183	289,483
<b>Hip Hop</b>				
North	53,879	95,445	142,625	893,403
South	75,359	90,856	181,435	443,449
East	83,545	127,763	121,462	31,056
West	84,742	107,112	49,981	68,584
<b>Alternative</b>				
North	52,295	102,443	47,706	39,261
South	89,037	98,973	73,117	91,306
East	95,453	162,665	71,083	64,685
West	92,931	148,918	35,988	97,050
<b>Indie</b>				
North	100,005	125,285	47,499	45,490
South	75,500	81,200	6,783	55,635
East	78,983	96,613	9,698	8,442
West	73,324	90,516	27,164	11,826
<b>Rock</b>				
North	87,359	75,027	36,025	44,794
South	78,881	71,217	91,287	55,755
East	56,678	59,426	55,755	21,301
West	75,165	77,109	21,301	23,238
<b>TOTALS</b>	1,887,646	2,196,946	1,472,745	3,682,316

*M&K Wholesale Music*

Report of 2012 Quarter 1 Sales by Region



Genre		January	February	March	REGION TOTALS
	<b>Country</b>				
	North	94,054	29,851	29,195	153,100
	South	72,042	29,029	18,294	119,365
	East	46,401	96,846	56,871	200,118
	West	63,921	49,862	48,144	161,927
	<b>Hip Hop</b>				
	North	23,236	16,324	14,319	53,879
	South	42,491	13,873	18,995	75,359
	East	40,297	20,483	22,765	83,545
	West	40,681	16,830	27,231	84,742
	<b>Alternative</b>				
	North	15,149	10,352	26,794	52,295
	South	33,511	12,120	43,406	89,037
	East	30,412	21,845	43,196	95,453
	West	42,354	11,987	38,590	92,931
	<b>Indie</b>				
	North	22,112	28,561	49,332	100,005
	South	13,784	34,213	27,503	75,500
	East	34,309	13,832	30,842	78,983
	West	24,303	18,332	30,689	73,324
	<b>Rock</b>				
	North	36,585	25,782	24,992	87,359
	South	39,167	22,936	16,778	78,881
	East	25,581	12,019	19,078	56,678
	West	28,029	20,194	26,942	75,165
	<b>MONTHLY TOTALS</b>	768,419	505,271	613,956	

**Quarter 1 Total Sales All Regions**

1,887,646

## M&K Wholesale Music

### Report of 2012 Quarter 2 Sales by Region



Genre		April	May	June	REGION TOTALS
	<b>Country</b>				
	North	47,918	53,722	56,948	158,588
	South	50,084	96,375	62,088	208,547
	East	39,973	66,158	15,932	122,063
	West	48,952	12,286	35,942	97,180
	<b>Hip Hop</b>				
	North	36,542	24,812	34,091	95,445
	South	28,119	32,868	29,869	90,856
	East	45,281	36,881	45,601	127,763
	West	37,660	34,053	35,399	107,112
	<b>Alternative</b>				
	North	44,398	43,497	14,548	102,443
	South	33,791	31,732	33,450	98,973
	East	48,521	61,453	52,691	162,665
	West	47,562	44,529	56,827	148,918
	<b>Indie</b>				
	North	49,337	36,932	39,016	125,285
	South	25,028	30,124	26,048	81,200
	East	33,034	39,434	24,145	96,613
	West	26,103	32,561	31,852	90,516
	<b>Rock</b>				
	North	24,728	25,435	24,864	75,027
	South	16,746	17,564	36,907	71,217
	East	18,892	21,184	19,350	59,426
	West	25,055	26,675	25,379	77,109
	<b>MONTHLY TOTALS</b>	<b>727,724</b>	<b>768,275</b>	<b>700,947</b>	

**Quarter 2 Total Sales All Regions**

2,196,946

*M&K Wholesale Music*

Report of 2012 Quarter 3 Sales by Region



Genre		July	August	September	REGION TOTALS
	<b>Country</b>				
	North	45,778	114,960	138,611	299,349
	South	34,714	14,040	8,768	57,522
	East	16,878	14,398	32,506	63,782
	West	11,202	11,044	10,937	33,183
	<b>Hip Hop</b>				
	North	44,996	74,930	22,699	142,625
	South	25,247	66,082	90,106	181,435
	East	60,317	50,234	10,911	121,462
	West	19,204	7,900	22,877	49,981
	<b>Alternative</b>				
	North	15,965	10,362	21,379	47,706
	South	33,556	8,984	30,577	73,117
	East	34,570	12,869	23,644	71,083
	West	18,137	4,669	13,182	35,988
	<b>Indie</b>				
	North	26,088	6,629	14,782	47,499
	South	3,156	1,235	2,392	6,783
	East	4,393	2,057	3,248	9,698
	West	12,260	5,760	9,144	27,164
	<b>Rock</b>				
	North	13,434	9,678	12,913	36,025
	South	34,166	28,559	28,562	91,287
	East	17,382	22,829	15,544	55,755
	West	12,516	3,146	5,639	21,301
	<b>MONTHLY TOTALS</b>	483,959	470,365	518,421	

**Quarter 3 Total Sales All Regions**

1,472,745

*M&K Wholesale Music*  
Report of 2012 Quarter 4 Sales by Region



Genre		October	November	December	REGION TOTALS
	<b>Country</b>				
	North	293,487	167,423	276,681	737,591
	South	23,573	10,590	23,159	57,322
	East	138,856	373,283	90,506	602,645
	West	16,958	192,707	79,818	289,483
	<b>Hip Hop</b>				
	North	316,727	274,088	302,588	893,403
	South	170,129	108,835	164,485	443,449
	East	9,031	13,179	8,846	31,056
	West	20,829	27,632	20,123	68,584
	<b>Alternative</b>				
	North	23,651	6,068	9,542	39,261
	South	26,230	39,264	25,812	91,306
	East	19,654	25,823	19,208	64,685
	West	30,678	36,933	29,439	97,050
	<b>Indie</b>				
	North	15,079	15,922	14,489	45,490
	South	18,656	17,855	19,124	55,635
	East	2,815	2,890	2,737	8,442
	West	3,998	3,923	3,905	11,826
	<b>Rock</b>				
	North	14,692	15,597	14,505	44,794
	South	17,382	22,829	15,544	55,755
	East	12,516	3,146	5,639	21,301
	West	10,852	4,379	8,007	23,238
	<b>MONTHLY TOTALS</b>	1,185,793	1,362,366	1,134,157	

**Quarter 4 Total Sales All Regions**

3,682,316