

ADVANCED SPREADSHEET APPLICATIONS (07)

Regional– 2012

TOTAL POINTS _____ **(430)**

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 and printout number in the right section of the header on each printout.** Your name or initials should **NOT** appear on any work you submit. **Additional information will be included in the Printing Section of the test.
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 designated printout order.

**ADVANCED SPREADSHEET APPLICATIONS
REGIONAL 2012
PAGE 3 of 6**

PRINTOUT 1

Appropriate header	5	_____
Appropriate footer	10	_____
Landscape Orientation	5	_____
Printed as a workbook in correct order	10	_____
Titles formatted appropriately	10	_____
Subtitles formatted appropriately	10	_____
Table data formatted appropriately on all sheets except Commission	5	_____
Row 19 formatted appropriately on the Retail Price sheet	5	_____
Row 19 formatted appropriately on each branch office sheet	5	_____
All dollar amounts formatted appropriately	15	_____
All non-dollar amounts formatted appropriately	15	_____
All percent amounts formatted appropriately	15	_____
Commission Rates area formatted appropriately on the Commission sheet	5	_____
Table data formatted appropriately on the Commission sheet	15	_____
Table data sorted correctly on the Commission sheet	5	_____
Commission conditional format correct	60	_____
Correct chart design	10	_____
Correct chart layout	10	_____
Typos on chart or Commission sheet (0 errors = 40 points, 1 error = 35 points, 2 errors = 30 points, 3 or more errors = 0 points)	40	_____
TOTAL PRINTOUT 1	255	_____

PRINTOUT 2

Printed correct sheets as formulas version	15	_____
Appropriate formula for Retail Price column on Retail Price sheet	40	_____
Appropriate formula for total games sold on branch sheet	20	_____
Appropriate formula for Sales Total column on branch sheet	40	_____
Appropriate formula for overall sales total on branch sheet	20	_____
Appropriate formula for Commission column on Commission sheet.	40	_____
TOTAL PRINTOUT 2	175	_____

TOTAL	430	_____
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**ADVANCED SPREADSHEET APPLICATIONS
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PAGE 4 of 6**

PBA Games is a gaming software company that creates and markets exciting and innovative games from all genres. They currently have stores in Chicago, Orlando and Indianapolis. The file provided includes information on their top selling games as well as sales and profit information. Your employees will also be earning commission based on the total sales from their branch office.

Open the student data file provided named 2012 Advanced Spreadsheet Applications Regional - Data and follow all directions below.

Printing Guidelines

1. Change all sheets to Landscape.
2. In the Header, include your contestant number in the Right section.
3. In the Footer
 - Choose the appropriate option to insert the sheet name in the Left section.
 - In the Right section insert the Page # and the total # of Pages. For example, on printout it should show: Page 2 of 6.
4. Print entire workbook.
5. Print formulas for the following sheets: Retail Price, Chicago, Commission. **Make sure that all information is visible and adjust columns as necessary.*
6. Staple printouts in the following order: workbook and formulas for Retail Price, Chicago, Commission.
7. Ensure that your contestant number appears on all printouts as specified.

Formulas

1. On the Retail Price sheet, use an absolute cell reference with Cell B19 that will calculate the Retail Price with an eighty-seven percent markup.
2. For each branch office, insert a function to calculate the Grand Total number of games sold, each game's Sales Total, and the overall Grand Sales Total.
3. Create a new sheet after Indianapolis labeled Commission that will show the following information:

	A	B	C	D
1	PBA Games			
2	Commission			
3	Employee	Title	Branch	Commission
4	Joseph Berry	Assistant Manager	Chicago	
5	Miroslava Iglesias	Manager	Orlando	
6	Timothy Jolie	Sales Associate	Indianapolis	
7	Lori Washington	Manager	Chicago	
8	Claire Lowe	Assistant Manager	Indianapolis	
9	Priscela Gere	Sales Associate	Chicago	
10	Francisco Hayek	Sales Associate	Orlando	
11	Diana Currington	Manager	Indianapolis	
12	Jeff Aniston	Sales Associate	Chicago	
13	Deana McGraw	Sales Associate	Indianapolis	
14	Sherrell Mathers	Assistant Manager	Orlando	
15	Donna Gibbs	Sales Associate	Orlando	
16				
17				
18	Commission Rates			
19	Manager	15%		
20	Assistant Manager	10%		
21	Sales Associate	5%		

4. On the Commission sheet, use an absolute reference to calculate the Commission for each employee.

Formatting

1. For all sheets
 - Merge and Center titles and subtitles across the columns containing data
 - Apply a Cell Style of Heading 1 to the titles and Heading 4 to the subtitles
 - Apply Table Style Medium 2 to all column headings and table data only
2. On Retail Price sheet—format Row 19 data as Cell Style Accent1.
3. For each branch office sheet—format Row 19 data as Cell Style Total.
4. All dollar amounts should be formatted as Currency with a floating dollar sign and two decimals.
5. Non-currency numerical data should be formatted as Comma style with no decimals.
6. Percent data should be formatted as Percent style with no decimals.
7. On Commission sheet
 - Merge and Center A18:B18 and apply Cell Style Heading 3
 - Format column headings as Cell Style Accent1
 - Sort Commission data by title within branch
 - Autofit data for columns
 - Create a conditional format for the Commission field using 5 gray arrows. The cell formats should be based on the following values:
 - ⇧ when value is at least \$6,100
 - ⇨ when value is between \$4,200 and \$6,100
 - ⇩ when value is between \$4,100 and \$4,200
 - ⇧ when value is between \$2,050 and \$4,100
 - ⇩ when value is no more than \$2,050

Charting

1. Create a 3-D Clustered Column chart on a separate sheet named Indianapolis Chart representing the Indianapolis Sales total for each game.
 - Select Chart Layout 9.
 - Include an appropriate chart title
 - Remove the Legend.
 - Label axis titles appropriately
2. Put your worksheets in the following order: Retail Price, Chicago, Orlando, Indianapolis, Indianapolis Chart and Commission.



ADVANCED SPREADSHEET APPLICATIONS (07)

Regional- 2012

KEY

Total Points _____ **(430)**

Judges/Graders:

Please double-check and verify all scores!

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SCORING

Graders: Points are all or nothing, unless otherwise noted. If an item is not complete, the contestant gets zero points. Some items are counted partially – specific instructions are given.

PRINTOUT 1 (all 6 sheets in workbook)

Appropriate header	5	_____
Appropriate footer	10	_____
Landscape Orientation	5	_____
Printed as a workbook in correct order	10	_____
Titles formatted appropriately	10	_____
Subtitles formatted appropriately	10	_____
Table data formatted appropriately on all sheets except Commission	5	_____
Row 19 formatted appropriately on the Retail Price sheet	5	_____
Row 19 formatted appropriately on each branch office sheet	5	_____
All dollar amounts formatted appropriately	15	_____
All non-dollar amounts formatted appropriately	15	_____
All percent amounts formatted appropriately	15	_____
Commission Rates area formatted appropriately on the Commission sheet	5	_____
Table data formatted appropriately on the Commission sheet	15	_____
Table data sorted correctly on the Commission sheet	5	_____
Commission conditional format correct	60	_____
Correct chart design	10	_____
Correct chart layout	10	_____
Typos on chart or Commission sheet (0 errors = 40 points, 1 error = 35 points, 2 errors = 30 points, 3 or more errors = 0 points)	40	_____
TOTAL PRINTOUT 1	255	_____

PRINTOUT 2

Printed correct sheets as formulas version	15	_____
Appropriate formula for Retail Price column on Retail Price sheet	40	_____
Appropriate formula for total games sold on branch sheet	20	_____
Appropriate formula for Sales Total column on branch sheet	40	_____
Appropriate formula for overall sales total on branch sheet	20	_____
Appropriate formula for Commission column on Commission sheet.	40	_____
TOTAL PRINTOUT 2	175	_____

TOTAL	430	_____
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PBA Games

Retail Price Per Game

Game Title	Genre	Cost	Retail Price
Angel Hat	Role Playing	\$26.78	\$50.08
Duty Calls	Action	\$14.98	\$28.01
Magnum - Special Edition	Action	\$45.67	\$85.40
Ochocinco	Sports	\$15.43	\$28.85
Legend of Wilma	Fantasy	\$12.43	\$23.24
Last Fantasy	Fantasy	\$19.86	\$37.14
GOAL	Sports	\$23.45	\$43.85
War Force	Role Playing	\$20.87	\$39.03
WriterWolf	Educational	\$15.63	\$29.23
Trail Riders	Educational	\$10.34	\$19.34
Wheel of Winnings	Casual	\$34.98	\$65.41
Tap Tap Around	Dance	\$26.78	\$50.08
Jazz Hands	Dance	\$27.99	\$52.34
RanchTown	Simulation	\$13.56	\$25.36

Percent Mark-up 87%

Title - Merge & Center A to D, Heading 1 cell style (for all sheets)

Subtitle - Merge & Center A to D, Heading 4 cell style (for all sheets)

Header - Right section should include the Contestant #

Table data - Medium 2 table style (for all sheets)

Dollar amounts - Formatted as Currency (floating dollar sign) with two decimal places (for all sheets)

Non-dollar amounts - Formatted as Comma style with no decimal places (for all sheets)

Percent amounts - Formatted as Percent style with no decimal places (for all sheets)

Row 19 - Accent1 cell style

Printed sheet order should be :
 Retail Price
 Chicago
 Orlando
 Indianapolis
 Indianapolis Chart

Footer - Left section should read:

Footer - Right section should read:
 "Page 1 of 6"
 Printed as a workbook (all 6 pages at once)

PBA Games

Chicago		
Game Title	Quantity Sold	Sales Total
Angel Hat	38	\$1,902.99
Duty Calls	100	\$2,801.26
Magnum - Special Edition	70	\$5,978.20
Ochocinco	85	\$2,452.60
Legend of Wilma	79	\$1,836.28
Last Fantasy	54	\$2,005.46
GOAL	65	\$2,850.35
War Force	102	\$3,980.74
WriterWolf	43	\$1,256.81
Trail Riders	32	\$618.75
Wheel of Winnings	67	\$4,382.64
Tap Tap Around	92	\$4,607.23
Jazz Hands	83	\$4,344.33
RanchTown	55	\$1,394.65
Grand Total	965	\$40,412.29

Header - Right section should include the Contestant #

Row 19 - Total cell style (for all branch office sheets)

Footer - Left section should read: "Chicago"

Footer - Right section should read: "Page 2 of 6"

PBA Games

Orlando		
Game Title	Quantity Sold	Sales Total
Angel Hat	100	\$5,007.86
Duty Calls	87	\$2,437.10
Magnum - Special Edition	92	\$7,857.07
Ochocinco	58	\$1,673.54
Legend of Wilma	37	\$860.03
Last Fantasy	66	\$2,451.12
GOAL	47	\$2,061.02
War Force	72	\$2,809.94
WriterWolf	96	\$2,805.90
Trail Riders	106	\$2,049.59
Wheel of Winnings	73	\$4,775.12
Tap Tap Around	65	\$3,255.11
Jazz Hands	43	\$2,250.68
RanchTown	29	\$735.36
Grand Total	971	\$41,029.43

Header - Right section should include the Contestant #

Footer - Left section should read: "Orlando"

Footer - Right section should read: "Page 3 of 6"

PBA Games

Indianapolis

Game Title	Quantity Sold	Sales Total
Angel Hat	87	\$4,356.84
Duty Calls	109	\$3,053.37
Magnum - Special Edition	88	\$7,515.46
Ochocinco	65	\$1,875.52
Legend of Wilma	94	\$2,184.95
Last Fantasy	48	\$1,782.63
GOAL	93	\$4,078.19
War Force	47	\$1,834.26
WriterWolf	35	\$1,022.98
Trail Riders	95	\$1,836.90
Wheel of Winnings	106	\$6,933.74
Tap Tap Around	39	\$1,953.07
Jazz Hands	29	\$1,517.90
RanchTown	75	\$1,901.79
Grand Total	1,010	\$41,847.59

Header - Right section should include the Contestant #

Footer - Left section should read: "Indianapolis"

Footer - Right section should read: "Page 4 of 6"

PBA Games

Commission			
Employee	Title	Branch	Commission
Joseph Berry	Assistant Manager	Chicago	⬇️ \$4,041.23
Lori Washington	Manager	Chicago	⬆️ \$6,061.84
Priscela Gere	Sales Associate	Chicago	⬇️ \$2,020.61
Jeff Aniston	Sales Associate	Chicago	⬇️ \$2,020.61
Claire Lowe	Assistant Manager	Indianapolis	➡️ \$4,184.76
Diana Currington	Manager	Indianapolis	⬆️ \$6,277.14
Timothy Jolie	Sales Associate	Indianapolis	⬇️ \$2,092.38
Deana McGraw	Sales Associate	Indianapolis	⬇️ \$2,092.38
Sherrell Mathers	Assistant Manager	Orlando	➡️ \$4,102.94
Miroslava Iglesias	Manager	Orlando	⬆️ \$6,154.41
Donna Gibbs	Sales Associate	Orlando	⬇️ \$2,051.47
Francisco Hayek	Sales Associate	Orlando	⬇️ \$2,051.47

Header - Right section should include the Contestant #

Column Headings - Accent1 cell style

Sort table data by title within branch.

Correct conditional format icons are in appropriate cells. 5 points per cell

Commission Rates	
Manager	15%
Assistant Manager	10%
Sales Associate	5%

Commission Rates area - Merge & Center A to B, Heading 3 cell style

Footer - Left section should read: "Commission"

Footer - Right section should read: "Page 6 of 6"

PBA Games

Retail Price Per Game

Game Title	Genre	Cost	Retail Price
Angel Hat	Role Playing	26.78	=(C4*\$B\$19)+C4
Duty Calls	Action	14.98	=(C5*\$B\$19)+C5
Magnum - Special Edition	Action	45.67	=(C6*\$B\$19)+C6
Ochocinco	Sports	15.43	=(C7*\$B\$19)+C7
Legend of Wilma	Fantasy	12.43	=(C8*\$B\$19)+C8
Last Fantasy	Fantasy	19.86	=(C9*\$B\$19)+C9
GOAL	Sports	23.45	=(C10*\$B\$19)+C10
War Force	Role Playing	20.87	=(C11*\$B\$19)+C11
WriterWolf	Educational	15.63	=(C12*\$B\$19)+C12
Trail Riders	Educational	10.34	=(C13*\$B\$19)+C13
Wheel of Winnings	Casual	34.98	=(C14*\$B\$19)+C14
Tap Tap Around	Dance	26.78	=(C15*\$B\$19)+C15
Jazz Hands	Dance	27.99	=(C16*\$B\$19)+C16
RanchTown	Simulation	13.56	=(C17*\$B\$19)+C17

Retail Price formula must include absolute cell references to receive credit.

Formula could also be
=C4 * (1+\$B\$19)

Percent Mark-up	0.87
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PBA Games

Chicago		
Game Title	Quantity Sold	Sales Total
Angel Hat	38	=B4*'Retail Price'!D4
Duty Calls	100	=B5*'Retail Price'!D5
Magnum - Special Edition	70	=B6*'Retail Price'!D6
Ochocinco	85	=B7*'Retail Price'!D7
Legend of Wilma	79	=B8*'Retail Price'!D8
Last Fantasy	54	=B9*'Retail Price'!D9
GOAL	65	=B10*'Retail Price'!D10
War Force	102	=B11*'Retail Price'!D11
WriterWolf	43	=B12*'Retail Price'!D12
Trail Riders	32	=B13*'Retail Price'!D13
Wheel of Winnings	67	=B14*'Retail Price'!D14
Tap Tap Around	92	=B15*'Retail Price'!D15
Jazz Hands	83	=B16*'Retail Price'!D16
RanchTown	55	=B17*'Retail Price'!D17
Grand Total	=SUM(B4:B17)	=SUM(C4:C17)

Sales Total formula must include sheet reference links to receive credit.

Quantity Sold and Sales Total Grand Total must be SUM function to receive credit.

PBA Games

Commission			
Employee	Title	Branch	Commission
Joseph Berry	Assistant Manager	Chicago	=B\$20*Commission!B20
Lori Washington	Manager	Chicago	=B\$19*Commission!B19
Priscela Gere	Sales Associate	Chicago	=B\$21*Commission!B21
Jeff Aniston	Sales Associate	Chicago	=B\$21*Commission!B21
Claire Lowe	Assistant Manager	Indianapolis	=B\$20*Commission!B20
Diana Currington	Manager	Indianapolis	=B\$19*Commission!B19
Timothy Jolie	Sales Associate	Indianapolis	=B\$21*Commission!B21
Deana McGraw	Sales Associate	Indianapolis	=B\$21*Commission!B21
Sherrell Mathers	Assistant Manager	Orlando	=B\$20*Commission!B20
Miroslava Iglesias	Manager	Orlando	=B\$19*Commission!B19
Donna Gibbs	Sales Associate	Orlando	=B\$21*Commission!B21
Francisco Hayek	Sales Associate	Orlando	=B\$21*Commission!B21

← Commission formula must include sheet reference links and absolute references to receive credit.

Commission Rates

Manager	0.15
Assistant Manager	0.1
Sales Associate	0.05