

FUNDAMENTAL SPREADSHEET APPLICATIONS & ANALYSIS (06)

REGIONAL 2011

CONTESTANT ID# _____ START TIME _____ END TIME _____



Financial Services Events Sponsored by the American Institute of Certified Public Accounts

TOTAL POINTS: _____ (400)

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

INSTRUCTIONS

- 1. Put your contestant number and printout number in the right section of the footer on each printout.** Your name or initials should **NOT** appear on any work you submit. Sample: 99-9999-999, Print 1
- 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.**

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Workplace Skills Assessment Program competition.

	Points Possible	Points Earned
PRINTOUT 1		
Contestant # and print job in correct location	5	_____
Font is Arial, 12 point	10	_____
Hourly Pay and Hours Worked are wrapped	10	_____
Three title rows are merged and centered across columns A – F	15	_____
Title is 16 point bold, subtitle is 14 point, dateline is 11 point italics	15	_____
Single bottom border on row 5, double bottom border row 15	10	_____
Gross Pay column answers (5 each)	50	_____
Average Hourly Pay and Total Gross Pay answers (5 each)	10	_____
Format Average Pay and Total Gross Pay headings (bold, italics, right-aligned)	15	_____
Format Hourly Pay, Gross Pay, Average Hourly Pay, and Total Gross Pay numeric data to Currency with floating dollar sign and two decimal places (10 each)	40	_____
Format Hours Worked with two decimals	10	_____
Sort the spreadsheet by Gross Pay – largest to smallest	20	_____
Print setup changed to center the spreadsheet, horizontally and vertically; landscape orientation	10	_____
Mailability Standards: Typos (0 errors 50 points, 1 error 45 points, 2 errors 35 points, 3 or more errors 0)	50	_____
TOTAL PRINTOUT 1	270	_____
PRINTOUT 2		
Formulas showing	15	_____
Contestant # and print job in correct location	5	_____
Orientation correct	10	_____
All data shows (not truncated)	10	_____
Fit to one page	10	_____
Gross Pay is a function (this will change relative to its cell location)	10	_____
Average Pay is a function	10	_____
Total Gross Pay is a function	10	_____
TOTAL PRINTOUT 2	80	_____
PRINTOUT 3		
Change the sort to Descending by Last Name	10	_____
Created a bar chart	10	_____
Chart on its own sheet (can tell by looking at printout)	10	_____
Correct title centered above chart	5	_____
Contestant # and print job in correct location	5	_____
Landscape orientation	10	_____
TOTAL PRINTOUT 3	50	_____
TOTAL	400	_____

You have been asked to prepare a spreadsheet showing the gross pay for Professional Business Associates part-time staff. You will also prepare a bar chart displaying each employee's gross pay.

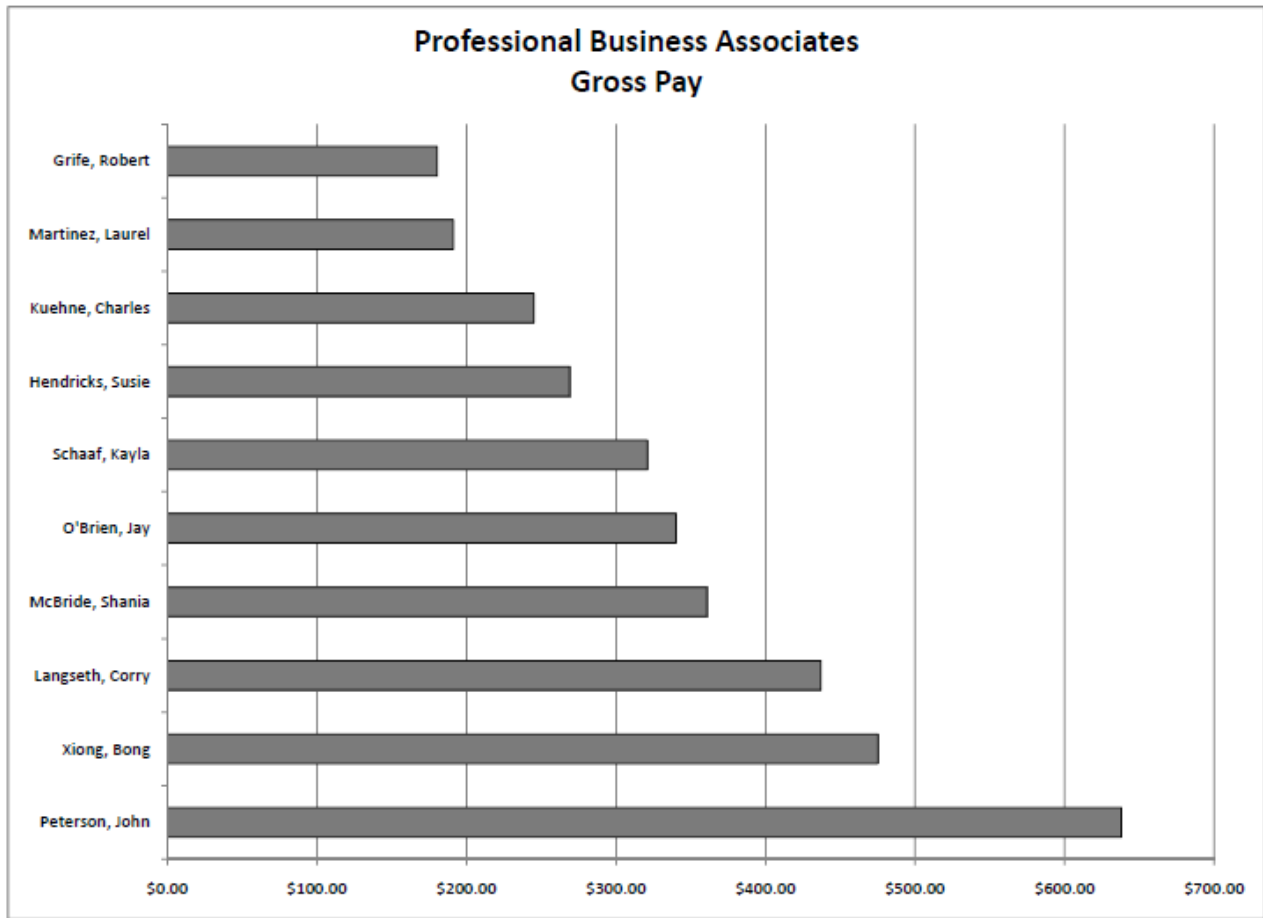
TURN IN THREE PRINTOUTS IN ORDER OF PRINTING.

1. Change the font to Arial, 12 point.
2. Enter the data as shown on the next page, beginning in cell A1.
3. Change the column widths as follows:
 - a. A, B, C = 25
 - b. D, E, F = 12
4. Merge and center each of the first three rows across columns A – F.
5. Change the title to 16 point, bold.
6. Change the subtitle to 14 point.
7. Change the date to 11 point, italics.
8. Bold, center and wrap the column headings.
9. Enter formulas for:
 - a. Gross Pay in column F.
 - b. Average Hourly Pay (use a function) in cell B17.
 - c. Total Gross Pay (use a function) in cell B18.
10. Format the labels Average Hourly Pay and Total Gross Pay to bold, italics and right-aligned.
11. Format the numeric data as follows:
 - a. Hourly Pay, Gross Pay, Average Hourly Pay, and Total Gross Pay = Currency with floating dollar sign and two decimal places
 - b. Hours Worked = two decimal places
12. Sort the spreadsheet by Gross Pay – largest to smallest.
13. Put a single bottom border on row 5.
14. Put a double bottom border on row 15.
15. Change the print setup to horizontally and vertically center the spreadsheet.
16. Print the spreadsheet in landscape. **(Print 1)**
17. Reveal the formulas, ensure each column is wide enough to display the formulas,
18. Change the print setup to fit to one page and print again. **(Print 2)**
19. Change the sort to descending by employee name – names will show on chart in A – Z order going top to bottom if sort is done properly.
20. Create a bar chart to show each employee's gross pay. This chart should be located on its own sheet tab. **(See sample chart on next page.)**
21. The title of the bar chart is as follows and should be centered above the chart.

Professional Business Associates
Gross Pay
22. Add the footer to the chart and print. **(Print 3)**

FUNDAMENTAL SPREADSHEET APPLICATIONS
REGIONAL 2011
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	A	B	C	D	E	F
1	Professional Business Associates					
2	Part-time Employee Gross Pay					
3	for the week ending 1/8/11					
4						
5	Employee Name	Department	Position	Hourly Pay	Hours Worked	Gross Pay
6	Langseth, Corry	Financial Services	Database Assistant	11.50	38	
7	Peterson, John	Financial Services	Accountant	22	29	
8	McBride, Shania	Human Resources	Wellness Coordinator	13	27.75	
9	O'Brien, Jay	Human Resources	Insurance Benefits Clerk	10	34	
10	Grife, Robert	Information Technology	Data Entry Clerk	9.75	18.5	
11	Kuehne, Charles	Information Technology	Website Developer	12.25	20	
12	Xiong, Bong	Information Technology	Database Specialist	12.50	38	
13	Hendricks, Susie	Marketing	Office Assistant	8.15	33	
14	Martinez, Laurel	Marketing	Research Assistant	7.65	25	
15	Schaaf, Kayla	Marketing	Desktop Publisher	13.80	23.25	
16						
17	Average Hourly Pay					
18	Total Gross Pay					





FUNDAMENTAL SPREADSHEET APPLICATIONS & ANALYSIS (06)



KEY

Regional—2011

Total Points _____(400)

Judges/Graders:

Please double-check and verify all scores!

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SCORING

Graders: Points are all or nothing. If an item is not complete, the contestant gets zero points. Some items are counted partially – specific instructions are given. **Count off for typos only on the first printout.**

INSTRUCTIONS

1. **Put your contestant number and printout number in the right section of the footer on each printout.** Your name or initials should **NOT** appear on any work you submit.
Sample: 99-9999-999, Print 1
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.



	Points Possible	Points Earned
PRINTOUT 1		
Contestant # and print job in correct location	5	_____
Font is Arial, 12 point	10	_____
Hourly Pay and Hours Worked are wrapped	10	_____
Three title rows are merged and centered across columns A – F	15	_____
Title is 16 point bold, subtitle is 14 point, dateline is 11 point italics	15	_____
Single bottom border on row 5, double bottom border row 15	10	_____
Gross Pay column answers (5 each)	50	_____
Average Pay and Total Gross Pay answers (5 each)	10	_____
Format Average Pay and Total Gross Pay headings (bold, italics, right-aligned)	15	_____
Format Hourly Pay, Gross Pay, Average Hourly Pay, and Total Gross Pay numeric data to Currency with floating dollar sign and two decimal places (10 each)	40	_____
Format Hours Worked with two decimals	10	_____
Sort the spreadsheet by Gross Pay – largest to smallest	20	_____
Print setup changed to center the spreadsheet, horizontally and vertically; landscape orientation	10	_____
Mailability Standards: Typos (0 errors 50 points, 1 error 45 points, 2 errors 35 points, 3 or more errors 0)	50	_____
TOTAL PRINTOUT 1	260	_____
PRINTOUT 2		
Formulas showing	15	_____
Contestant # and print job in correct location	5	_____
Orientation correct	10	_____
All data shows (not truncated)	10	_____
Fit to one page	10	_____
Gross Pay is a function =D6*E6 (this will change relative to its cell location)	10	_____
Average Pay is a function =AVERAGE(D6:D15)	10	_____
Total Gross Pay is a function =SUM(F6:F15)	10	_____
TOTAL PRINTOUT 2	80	_____
PRINTOUT 3		
Change the sort to Descending by Last Name	10	_____
Legend shows Gross Pay	10	_____
Chart on its own sheet (can tell by looking at printout)	10	_____
Correct title centered above chart	5	_____
Contestant # and print job in correct location	5	_____
Landscape orientation	10	_____
TOTAL PRINTOUT 3	50	_____
TOTAL	400	_____



PRINTOUT 1

The spreadsheet should be centered vertically and horizontally on the page and in landscape orientation.

Professional Business Associates

Part-time Employee Gross Pay

for the week ending 1/8/11

Employee Name	Department	Position	Hourly Pay	Hours Worked	Gross Pay
Peterson, John	Financial Services	Accountant	\$22.00	29.00	\$638.00
Xiong, Bong	Information Technology	Database Specialist	\$12.50	38.00	\$475.00
Langseth, Corry	Financial Services	Database Assistant	\$11.50	38.00	\$437.00
McBride, Shania	Human Resources	Wellness Coordinator	\$13.00	27.75	\$360.75
O'Brien, Jay	Human Resources	Insurance Benefits Clerk	\$10.00	34.00	\$340.00
Schaaf, Kayla	Marketing	Desktop Publisher	\$13.80	23.25	\$320.85
Hendricks, Susie	Marketing	Office Assistant	\$8.15	33.00	\$268.95
Kuehne, Charles	Information Technology	Website Developer	\$12.25	20.00	\$245.00
Martinez, Laurel	Marketing	Research Assistant	\$7.65	25.00	\$191.25
Grife, Robert	Information Technology	Data Entry Clerk	\$9.75	18.50	\$180.38
<hr/>					
Average Hourly Pay		\$12.06			
Total Gross Pay		\$3,457.18			



PRINTOUT 2
 All data should show – no truncation.

Professional Business Associates
 Part-time Employee Gross Pay
 for the week ending 1/8/11

Employee Name	Department	Position	Hourly Pay	Hours Worked	Gross Pay
Xiong, Bong	Information Technology	Database Specialist	12.5	38	=D6*E6
Schaaf, Kayla	Marketing	Desktop Publisher	13.8	23.25	=D7*E7
Peterson, John	Financial Services	Accountant	22	29	=D8*E8
O'Brien, Jay	Human Resources	Insurance Benefits Clerk	10	34	=D9*E9
McBride, Shania	Human Resources	Wellness Coordinator	13	27.75	=D10*E10
Martinez, Laurel	Marketing	Research Assistant	7.65	25	=D11*E11
Langseth, Corry	Financial Services	Database Assistant	11.5	38	=D12*E12
Kuehne, Charles	Information Technology	Website Developer	12.25	20	=D13*E13
Hendricks, Susie	Marketing	Office Assistant	8.15	33	=D14*E14
Grife, Robert	Information Technology	Data Entry Clerk	9.75	18.5	=D15*E15

Average Hourly Pay =AVERAGE(D6:D16)

Total Gross Pay =SUM(F6:F16)



PRINTOUT 3

**Should be landscaped on its own sheet; you can tell by looking at printout.
The names should be as shown if they properly sorted the data.**

