FUNDAMENTAL SPREADSHEET APPLICATIONS (06)

Sponsored by the American Institute for Certified Public Accountants.

Regional– 2010

TOTAL POINTS   _____ (855)

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

GENERAL INSTRUCTIONS

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.

	Points Possible	
PRINTOUT 1		
Contestant # in correct location	10	
Orientation correct	5	
Title centered, 14 points bold (5 points each)	15	
Column F "Percentage" has been added	10	
Column G "Donation?" has been added	10	
Columns B, D, E, G in wrap text (5 points each)	20	
Column headings centered (5 points each)	35	
"Highest Percentage" in A14	10	
Contents of all columns visible (10 pts. each)	70	
Currency used in Column B and D (5 points each)	10	
Column C contents right aligned	5	
Grid lines showing	10	
Light yellow fill in ranges A4:G4 and A14:G14 (5 pts. Each)	10	
Typos (0 errors 40 points, 1 error 36 points, 2 errors 28 points, 3 or more errors 0 points)	40	
TOTAL PRINTOUT 1	260	
PRINTOUT 2		
Contents of all cells visible (10 pts. each)	70	
Correct answers in Columns E, F, G (5 pts. each)	120	
Correct answer in F14	5	
Column E entries as currency (all or none)	10	
Column F entries as percentage, no decimals (all or none)	10	
TOTAL PRINTOUT 2	215	
PRINTOUT 3		
Contents in Column E visible (5 each)	40	
Contents in Column F visible (5 pts. each)	40	
Contents in Column G visible (5 pts. each)	40	
Contents of F15 visible	5	
=SUM(B5-D5) or =B5-D5 or acceptable variation filled down in Column E (10 pts. each)	80	
=SUM(E5/B5) or =E5/B5 or acceptable variation filled down in Column F (10 pts. each)	80	
=IF(F5>=90,"Yes","No") or acceptable variation filled down in Column G (10 pts. each)	80	
=MAX(F5:F12) in F14	10	
Sorted by Column F highest to lowest	5	
TOTAL PRINTOUT 3	380	
TOTAL	855	

GENERAL DIRECTIONS

1. **Put your contestant number and printout number in A1.** 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.

Directions:

The student body of your school is competing within each grade level to raise the most donations for a charity of their choice; your class has voted to donate to an organization that will contribute 90% or more of donations to those in need.

Students are holding car washes, bake sales and other fundraisers to raise the money. You are to investigate several charities in order to determine who contributes the greatest amount donated to those in need through the "give a donation, get a gift in return" program. The gifts given for the donations will be combined with other items for a future silent auction.

Create a spreadsheet to better illustrate the amounts of contributions.

Job 1

- Set the orientation to Landscape
- Use Arial font, 11 points
- Create a title in row 2 for the spreadsheet; center across the spreadsheet in all caps; change to 14 points and bold
- In row 4 use the column headings below
- Use wrap text for the column headings
- Center the column headings

The title should read: "Charity Fundraiser"

Charity	Donor Amount	Gift	Gift Value	Net Donation Amount
Animal Society	$25.00	Poster	$0.50	
Wildlife Club	$20.00	Tote Bag	$3.75	
Blood Club	$25.00	Charm	$1.25	
Communities United	$25.00	T-shirt	$5.00	
Smiles International	$15.00	Mug	$1.00	
Food Pantry	$10.00	Sticker	$0.25	
Donors Organization	$25.00	Poster	$0.75	
Help for All	$5.00	Decal	$0.30	

- You decide to add two more columns: "Percentage" in Column F and "Donation?" in Column G
- Leave a blank row after the last entry in the spread sheet and add the label "Highest Percentage" in Column A
- Right align the data in Column C
- Add a light yellow fill to the ranges A4:G4 and A14:G14
- **Print the spreadsheet with gridlines--PRINTOUT 1**

Job 2

Enter formulas to calculate the following:
- "Net Donation Amount" in Column E (hint: donor amount less gift value)
- In Column F, the percentage of the amount donated that goes to the charity (hint: divide **by** the Donor Amount)
  - Display with no decimal places
- Use a formula to determine the "Highest Percentage" and place the value in F14; display with no decimal places
- Use an If statement in column G that returns a "Yes" if the percentage in Column F is greater than 90% and a "No" if less than 90%.
- Convert all money columns to currency
- Sort the spreadsheet by the highest percentage to the lowest percentage in Column F
- **Print the spreadsheet—PRINTOUT 2**

Job 3
- Reveal the formulas
- Autofit columns to ensure data fits on one page
- **Print the spreadsheet—PRINTOUT 3**

FUNDAMENTAL SPREADSHEET APPLICATIONS (06)

KEY

Regional—2010

Total Points _____(855)

Judges/Graders:

Please double-check and verify all scores!

SCORING

Graders: Points are all or nothing unless specifically stated otherwise. 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.

	Points Possible	
PRINTOUT 1		
Contestant # in correct location	10	_____
Orientation correct	5	_____
Title centered, 14 points bold (5 points each)	15	_____
Column F "Percentage" has been added	10	_____
Column G "Donation?" has been added	10	_____
Columns B, D, E, G in wrap text (5 points each)	20	_____
Column headings centered (5 points each)	35	_____
"Highest Percentage" in A14	10	_____
Contents of all columns visible (10 pts. each)	70	_____
Currency used in Column B and D (5 points each)	10	_____
Column C contents right aligned	5	_____
Grid lines showing	10	_____
Light yellow fill in ranges A4:G4 and A14:G14 (5 pts. Each)	10	_____
Typos (0 errors 40 points, 1 error 36 points, 2 errors 28 points, 3 or more errors 0 points)	40	_____
TOTAL PRINTOUT 1	260	_____
PRINTOUT 2		
Contents of all cells visible (10 pts. each)	70	_____
Correct answers in Columns E, F, G (5 pts. each)	120	_____
Correct answer in F14	5	_____
Column E entries as currency (all or none)	10	_____
Column F entries as percentage, no decimals (all or none)	10	_____
TOTAL PRINTOUT 2	215	_____
PRINTOUT 3		
Contents in Column E visible (5 each)	40	_____
Contents in Column F visible (5 pts. each)	40	_____
Contents in Column G visible (5 pts. each)	40	_____
Contents of F15 visible	5	_____
=SUM(B5-D5) or =B5-D5 or acceptable variation filled down in Column E (10 pts. each)	80	_____
=SUM(E5/B5) or =E5/B5 or acceptable variation filled down in Column F (10 pts. each)	80	_____
=IF(F5>=90,"Yes","No") or acceptable variation filled down in Column G (10 pts. each)	80	_____
=MAX(F5:F12) in F14	10	_____
Sorted by Column F highest to lowest	5	_____
TOTAL PRINTOUT 3	380	_____
TOTAL	855	_____

The title should read:
"Charity Fundraiser"

PRINTOUT 1

	A	B	C	D	E	F	G
1							
2				TITLE			
3							
4	Charity	Donor Amount	Gift	Gift Value	Net Donation Amount	Percentage	Donation?
5	Animal Society	$25.00	Poster	$0.50			
6	Wildlife Club	$20.00	Tote Bag	$3.75			
7	Blood Club	$25.00	Charm	$1.25			
8	Communities United	$25.00	T-shirt	$5.00			
9	Smiles International	$15.00	Mug	$1.00			
10	Food Pantry	$10.00	Sticker	$0.25			
11	Donors Organization	$25.00	Poster	$0.75			
12	Help for All	$5.00	Decal	$0.30			
13							
14	Higest Percentage						

PRINTOUT 2

	A	B	C	D	E	F	G
1							
2				TITLE			
3							
4	Charity	Donor Amount	Gift	Gift Value	Net Donation Amount	Percentage	Donation?
5	Animal Society	$25.00	Poster	$0.50	$24.50	98%	Yes
6	Food Pantry	$10.00	Sticker	$0.25	$9.75	98%	Yes
7	Donors Organization	$25.00	Poster	$0.75	$24.25	97%	Yes
8	Blood Club	$25.00	Charm	$1.25	$23.75	95%	Yes
9	Help for All	$5.00	Decal	$0.30	$4.70	94%	Yes
10	Smiles International	$15.00	Mug	$1.00	$14.00	93%	Yes
11	Wildlife Club	$20.00	Tote Bag	$3.75	$16.25	81%	No
12	Communities United	$25.00	T-shirt	$5.00	$20.00	80%	No
13							
14	Highest Percentage					98%	

PRINTOUT 3

	A	B	C	D	E	F	G
1							
2				**Title**			
3							
4	Charity	Donor Amount	Gift	Gift Value	Net Donation Amount	Percentage	Donate?
5	Animal Society	25	Poster	0.5	=B5-D5	=E5/B5	=IF(F5>=90%,"Yes","No")
6	Food Pantry	10	Sticker	0.25	=B6-D6	=E6/B6	=IF(F6>=90%,"Yes","No")
7	Donors Organization	25	Poster	0.75	=B7-D7	=E7/B7	=IF(F7>=90%,"Yes","No")
8	Blood Club	25	Charm	1.25	=B8-D8	=E8/B8	=IF(F8>=90%,"Yes","No")
9	Help for All	5	Decal	0.3	=B9-D9	=E9/B9	=IF(F9>=90%,"Yes","No")
10	Smiles International	15	Mug	1	=B10-D10	=E10/B10	=IF(F10>=90%,"Yes","No")
11	Wildlife Club	20	Tote Bag	3.75	=B11-D11	=E11/B11	=IF(F11>=90%,"Yes","No")
12	Communities United	25	T-shirt	5	=B12-D12	=E12/B12	=IF(F12>=90%,"Yes","No")
13							
14	Highest Percentage					=MAX(F5:F12)	