

ADVANCED SPREADSHEET APPLICATIONS (07)

Regional– 2009

TOTAL POINTS _____ **(300)**

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 (-2 for each)	26	
On the Totals sheet, main title Arial, 20 pt., italic, centered over all columns	5	
On the Totals sheet, sub title Arial, 18 pt., centered over all columns	5	
On the Totals sheet, states listed across top, Arial, 14 pt., bold, centered, and word wrapped.	5	
All columns of equal width, no truncation	5	
Totals for menu items are correct (2 pts. each)	32	
Totals for each state and the menu totals are correct (2 pts. each)	12	
Percentage of National Total Sales calculated correctly on each state sheet	25	
Numbers formatted on all sheets to no decimals with comma separators	10	
Percentages formatted to two decimals and % symbol showing	10	
Totals sheet and South Carolina sheet printed with formulae showing	15	
=sum() or addition formulae used for all totals	25	
Formulae used for Percentage of National Total Sales	25	
Data brought from other charts for the totals chart was imported from other sheets, not typed numbers	40	
Exploding 3-D Pie Chart	10	
Percentages displayed for each pie piece	15	
States 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)	15	
TOTALS	300	<u> </u>













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 restaurant division and needs you to present the sales data for 2008 from its stores. Currently they have *Breakfast House* restaurants in 5 states.

-  Open the file called **AdvSpreadR09** from the location provided by your proctor. Save the file as instructed by your proctor.
-  Notice in this file there are tabs for each of the five states in which *Breakfast House* has restaurants.
-  On each of the five sheets in the workbook calculate the store totals and menu totals.
-  Insert a blank worksheet at the front of the five existing sheets. Name the tab TOTALS.
-  Copy column A from the Alabama sheet to the TOTALS sheet.
-  On Row 1 merge the cells over columns A-G.
-  Enter in the merged cell BREAKFAST HOUSE. Use Arial 20 pt. italic font.
-  On Row 2 merge the cells over columns A-G.
-  Enter in the merged cell Report of 2008 Annual Sales by State. Use Arial 18 pt. font.
-  In cell B3 enter Alabama, cell C3 enter Georgia, cell D3 North Carolina, cell E3 South Carolina, F3 Tennessee, and G3 Menu Totals. Use Arial 14 pt. bold font. Format columns A-G to be 17 wide. Center and word wrap all column headings.

-  Insert a blank row before Row 3.
-  Put Menu Totals from each state's sheet in the appropriate column on the TOTALS sheet.
-  Bring totals across and down on the TOTALS sheet.
-  On each state sheet, create a formula which calculates what percentage that state's sales are of the national total.
-  Format all sales numbers on all sheets to no decimals with comma separator. Format the percentages to percent with two decimal places.
-  Print all six sheets.
-  Show formulas on the Totals sheet and the South Carolina sheet. On both sheets, set column width to 12.
-  Print the two sheets with formulae showing (fit to one page printout).
-  Create an exploding, 3-D pie chart of the states' data in the TOTALS row on the TOTALS sheet. The percentages for each piece of the pie should be on the pie slices.
-  Be sure the legend has each state designated.
-  The title for the chart should be the same two line title on the TOTALS sheet. Use the same formatting.
-  Print the pie chart.

CORRECT ORDER FOR TURNING IN PRINTOUTS

Totals Sheet
Alabama
Georgia
North Carolina
South Carolina
Tennessee
Totals formulae sheet
South Carolina formulae sheet
Pie Chart



ADVANCED SPREADSHEET APPLICATIONS (07)

KEY

Total Points _____(200)

Judges/Graders:

Please double-check and verify all scores!

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TOTALS	300	_____













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-  Be sure the legend has each state designated.
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-  Print the pie chart.

CORRECT ORDER FOR TURNING IN PRINTOUTS

Totals Sheet
Alabama
Georgia
North Carolina
South Carolina
Tennessee
Totals formulae sheet
South Carolina formulae sheet
Pie Chart

BREAKFAST HOUSE
Report of 2008 Annual Sales by State



	Alabama	Georgia	North Carolina	South Carolina	Tennessee	Menu Totals
BREAKFAST						
Entrees	3,041,688	1,415,446	1,214,899	1,760,921	1,038,120	8,471,074
Sides	244,312	205,462	97,580	141,436	98,849	787,639
LUNCH						
Entrees	3,282,550	2,684,431	1,311,103	1,900,364	1,295,470	10,473,918
Lunch Specials	1,763,215	1,459,236	704,256	1,020,775	824,869	5,772,351
Sides	93,608	78,485	37,387	54,188	43,897	307,565
Desserts	215,874	178,529	86,221	124,973	100,976	706,573
DINNER						
Entrees	2,718,888	2,278,319	1,085,967	1,574,042	1,117,055	8,774,271
Sides	203,698	170,407	81,357	117,923	95,484	668,869
Desserts	317,948	257,569	126,991	184,068	148,534	1,035,110
BEVERAGES						
Soft Drinks	313,596	253,782	122,017	181,547	143,074	1,014,016
Coffee	156,286	128,547	62,421	90,475	73,028	510,757
Tea	514,716	169,664	82,232	297,982	96,239	1,160,833
Hot Chocolate	29,182	24,250	11,653	16,892	13,654	95,631
Milk	41,455	34,646	16,556	23,997	19,428	136,082
Juice	116,104	97,033	46,371	67,214	54,414	381,136
Milk Shakes	152,274	128,683	60,818	88,152	71,515	501,442
TOTALS	13,205,394	9,564,489	5,147,829	7,644,949	5,234,606	40,797,267

BREAKFAST HOUSE

Report of 2008 Annual Sales by Store in ALABAMA



**MENU
TOTALS**

BREAKFAST	Birmingham	Decatur	Mobile	Montgomery	Talladega	Tuscaloosa	
Entrees	954,054	239,851	289,195	477,918	573,722	506,948	3,041,688
Sides	72,427	29,293	18,294	40,004	43,575	40,719	244,312
LUNCH							
Entrees	938,236	156,334	473,439	522,669	644,781	547,091	3,282,550
Lunch Specials	526,491	137,873	187,995	284,119	332,868	293,869	1,763,215
Sides	12,597	10,483	22,765	15,281	16,881	15,601	93,608
Desserts	40,068	16,483	47,731	34,760	40,853	35,979	215,874
DINNER							
Entrees	352,149	300,352	678,294	443,598	491,347	453,148	2,718,888
Sides	33,311	21,620	44,606	33,179	37,032	33,950	203,698
Desserts	70,012	18,745	63,796	50,851	61,553	52,991	317,948
BEVERAGES							
Soft Drinks	72,128	26,851	49,332	49,337	56,932	59,016	313,596
Coffee	37,841	9,742	27,503	25,028	30,124	26,048	156,286
Tea	54,430	13,832	30,842	33,034	39,434	343,144	514,716
Hot Chocolate	6,585	2,578	4,992	4,728	5,435	4,864	29,182
Milk	9,167	4,293	6,778	6,746	7,564	6,907	41,455
Juice	25,581	12,019	19,078	18,892	21,184	19,350	116,104
Milk Shakes	28,029	20,194	26,942	25,055	26,675	25,379	152,274
STORE TOTALS	3,233,106	1,020,543	1,991,582	2,065,199	2,429,960	2,465,004	13,205,394

Percentage of National Total Sales 32.37%

BREAKFAST HOUSE

Report of 2008 Annual Sales by Store in GEORGIA



**MENU
TOTALS**

BREAKFAST	Atlanta	Augusta	Commerce	Savannah	
Entrees	122,505	307,969	371,326	613,646	1,415,446
Sides	92,996	37,612	23,489	51,365	205,462
LUNCH					
Entrees	1,204,695	200,733	607,896	671,107	2,684,431
Lunch Specials	676,014	177,029	241,385	364,808	1,459,236
Sides	16,175	13,460	29,230	19,620	78,485
Desserts	51,447	21,164	61,287	44,631	178,529
DINNER					
Entrees	452,159	385,652	870,929	569,579	2,278,319
Sides	42,771	27,760	57,274	42,602	170,407
Desserts	89,895	20,468	81,914	65,292	257,569
BEVERAGES					
Soft Drinks	92,613	34,477	63,343	63,349	253,782
Coffee	48,588	12,509	35,314	32,136	128,547
Tea	69,888	17,760	39,601	42,415	169,664
Hot Chocolate	8,455	3,315	6,409	6,071	24,250
Milk	11,770	5,512	8,703	8,661	34,646
Juice	32,846	15,432	24,497	24,258	97,033
Milk Shakes	35,989	25,929	34,594	32,171	128,683
STORE TOTALS	3,048,806	1,306,781	2,557,191	2,651,711	9,564,489
Percentage of National Total Sales					23.44%

BREAKFAST HOUSE

Report of 2008 Annual Sales by Store in NORTH CAROLINA



	MENU TOTALS					
	Ashville	Chapel Hill	Durham	Greensboro	Raleigh	
BREAKFAST						
Entrees	457,278	114,960	138,611	229,066	274,984	1,214,899
Sides	34,714	14,040	8,768	19,173	20,885	97,580
LUNCH						
Entrees	449,696	74,930	226,919	250,515	309,043	1,311,103
Lunch Specials	252,347	66,082	90,106	136,178	159,543	704,256
Sides	6,037	5,024	10,911	7,324	8,091	37,387
Desserts	19,204	7,900	22,877	16,660	19,580	86,221
DINNER						
Entrees	168,785	143,958	325,106	212,616	235,502	1,085,967
Sides	15,965	10,362	21,379	15,902	17,749	81,357
Desserts	33,556	8,984	30,577	24,372	29,502	126,991
BEVERAGES						
Soft Drinks	34,570	12,869	23,644	23,647	27,287	122,017
Coffee	18,137	4,669	13,182	11,995	14,438	62,421
Tea	26,088	6,629	14,782	15,833	18,900	82,232
Hot Chocolate	3,156	1,235	2,392	2,266	2,604	11,653
Milk	4,393	2,057	3,248	3,233	3,625	16,556
Juice	12,260	5,760	9,144	9,054	10,153	46,371
Milk Shakes	13,434	9,678	12,913	12,008	12,785	60,818
STORE TOTALS	1,549,620	489,137	954,559	989,842	1,164,671	5,147,829

Percentage of National Total Sales

12.62%

BREAKFAST HOUSE

Report of 2008 Annual Sales by Store in SOUTH CAROLINA



**MENU
TOTALS**

BREAKFAST	Charleston	Columbia	Darlington	Greenville	Myrtle Beach	Spartanburg	
Entrees	552,330	293,487	167,423	276,681	332,144	138,856	1,760,921
Sides	41,930	23,573	10,590	23,159	25,226	16,958	141,436
							0
							0
LUNCH							
Entrees	543,172	316,727	274,088	302,588	373,283	90,506	1,900,364
Lunch Specials	304,801	170,129	108,835	164,485	192,707	79,818	1,020,775
Sides	7,292	9,031	13,179	8,846	9,772	6,068	54,188
Desserts	23,196	20,829	27,632	20,123	23,651	9,542	124,973
							0
							0
DINNER							
Entrees	203,869	262,340	392,684	256,812	284,455	173,882	1,574,042
Sides	19,284	19,654	25,823	19,208	21,438	12,516	117,923
Desserts	40,532	30,678	36,933	29,439	35,634	10,852	184,068
							0
							0
BEVERAGES							
Soft Drinks	41,757	34,166	28,559	28,562	32,959	15,544	181,547
Coffee	21,907	15,079	15,922	14,489	17,439	5,639	90,475
Tea	31,511	198,656	17,855	19,124	22,829	8,007	297,982
Hot Chocolate	3,812	2,815	2,890	2,737	3,146	1,492	16,892
Milk	5,307	3,998	3,923	3,905	4,379	2,485	23,997
Juice	14,809	11,202	11,044	10,937	12,264	6,958	67,214
Milk Shakes	16,226	14,692	15,597	14,505	15,442	11,690	88,152
STORE TOTALS	1,871,735	1,427,056	1,152,977	1,195,600	1,406,768	590,813	7,644,949

Percentage of National Total Sales

18.74%

BREAKFAST HOUSE

Report of 2008 Annual Sales by Store in TENNESSEE



MENU TOTALS

BREAKFAST	Chattanooga	Knoxville	Memphis	Nashville	MENU TOTALS
Entrees	189,314	228,261	262,161	358,384	1,038,120
Sides	23,120	14,439	19,910	41,380	98,849
LUNCH					
Entrees	123,394	373,685	294,632	503,759	1,295,470
Lunch Specials	108,823	148,384	152,103	415,559	824,869
Sides	8,274	17,968	7,713	9,942	43,897
Desserts	13,010	37,674	18,667	31,625	100,976
DINNER					
Entrees	237,067	377,517	224,520	277,951	1,117,055
Sides	17,064	35,207	16,921	26,292	95,484
Desserts	14,795	50,354	28,125	55,260	148,534
BEVERAGES					
Soft Drinks	21,193	38,937	26,014	56,930	143,074
Coffee	7,689	21,708	13,764	29,867	73,028
Tea	10,917	24,343	18,018	42,961	96,239
Hot Chocolate	2,034	3,940	2,483	5,197	13,654
Milk	3,388	5,349	3,456	7,235	19,428
Juice	9,486	15,058	9,679	20,191	54,414
Milk Shakes	15,939	21,265	12,188	22,123	71,515
STORE TOTALS	805,507	1,414,089	1,110,354	1,904,656	5,234,606
Percentage of National Total Sales					12.83%

BREAKFAST HOUSE

Report of 2008 Annual Sales by State



	Alabama	Georgia	North Carolina	South Carolina	Tennessee	Menu Totals
BREAKFAST						
Entrees	=Alabama!H5	=Georgia!F5	=North Carolina!G5	=South Carolina!H5	=Tennessee!F5	=SUM(B6:F6)
Sides	=Alabama!H6	=Georgia!F6	=North Carolina!G6	=South Carolina!H6	=Tennessee!F6	=SUM(B7:F7)
LUNCH						
Entrees	=Alabama!H9	=Georgia!F9	=North Carolina!G9	=South Carolina!H9	=Tennessee!F9	=SUM(B10:F10)
Lunch Specials	=Alabama!H10	=Georgia!F10	=North Carolina!G10	=South Carolina!H10	=Tennessee!F10	=SUM(B11:F11)
Sides	=Alabama!H11	=Georgia!F11	=North Carolina!G11	=South Carolina!H11	=Tennessee!F11	=SUM(B12:F12)
Desserts	=Alabama!H12	=Georgia!F12	=North Carolina!G12	=South Carolina!H12	=Tennessee!F12	=SUM(B13:F13)
DINNER						
Entrees	=Alabama!H15	=Georgia!F15	=North Carolina!G15	=South Carolina!H15	=Tennessee!F15	=SUM(B16:F16)
Sides	=Alabama!H16	=Georgia!F16	=North Carolina!G16	=South Carolina!H16	=Tennessee!F16	=SUM(B17:F17)
Desserts	=Alabama!H17	=Georgia!F17	=North Carolina!G17	=South Carolina!H17	=Tennessee!F17	=SUM(B18:F18)
BEVERAGES						
Soft Drinks	=Alabama!H20	=Georgia!F20	=North Carolina!G20	=South Carolina!H20	=Tennessee!F20	=SUM(B21:F21)
Coffee	=Alabama!H21	=Georgia!F21	=North Carolina!G21	=South Carolina!H21	=Tennessee!F21	=SUM(B22:F22)
Tea	=Alabama!H22	=Georgia!F22	=North Carolina!G22	=South Carolina!H22	=Tennessee!F22	=SUM(B23:F23)
Hot Chocolate	=Alabama!H23	=Georgia!F23	=North Carolina!G23	=South Carolina!H23	=Tennessee!F23	=SUM(B24:F24)
Milk	=Alabama!H24	=Georgia!F24	=North Carolina!G24	=South Carolina!H24	=Tennessee!F24	=SUM(B25:F25)
Juice	=Alabama!H25	=Georgia!F25	=North Carolina!G25	=South Carolina!H25	=Tennessee!F25	=SUM(B26:F26)
Milk Shakes	=Alabama!H26	=Georgia!F26	=North Carolina!G26	=South Carolina!H26	=Tennessee!F26	=SUM(B27:F27)
TOTALS	=SUM(B6:B27)	=SUM(C6:C27)	=SUM(D6:D27)	=SUM(E6:E27)	=SUM(F6:F27)	=SUM(G6:G27)

BREAKFAST HOUSE
 Report of 2008 Annual Sales by Store in SOUTH CAROLINA



	Charleston	Columbia	Darlington	Greenville	Myrtle Beach	Spartanburg	MENU TOTALS
BREAKFAST							
Entrees	552330	293487	167423	276681	332144	138856	=SUM(B5:G5)
Sides	41930	23573	10590	23159	25226	16958	=SUM(B6:G6)
LUNCH							
Entrees	543172	316727	274088	302588	373283	90506	=SUM(B7:G7)
Lunch Specials	304801	170129	108835	164485	192707	79818	=SUM(B8:G8)
Sides	7292	9031	13179	8846	9772	6068	=SUM(B9:G9)
Desserts	23196	20829	27632	20123	23651	9542	=SUM(B10:G10)
DINNER							
Entrees	203869	262340	392684	256812	284455	173882	=SUM(B11:G11)
Sides	19284	19654	25823	19208	21438	12516	=SUM(B12:G12)
Desserts	40532	30678	36933	29439	35634	10852	=SUM(B13:G13)
BEVERAGES							
Soft Drinks	41757	34166	28559	28562	32959	15544	=SUM(B14:G14)
Coffee	21907	15079	15922	14489	17439	5639	=SUM(B15:G15)
Tea	31511	198656	17855	19124	22829	8007	=SUM(B16:G16)
Hot Chocolate	3812	2815	2890	2737	3146	1492	=SUM(B17:G17)
Milk	5307	3998	3923	3905	4379	2485	=SUM(B18:G18)
Juice	14809	11202	11044	10937	12264	6958	=SUM(B19:G19)
Milk Shakes	16226	14692	15597	14505	15442	11690	=SUM(B20:G20)
STORE TOTALS	=SUM(B5:B26)	=SUM(C5:C26)	=SUM(D5:D26)	=SUM(E5:E26)	=SUM(F5:F26)	=SUM(G5:G26)	=SUM(H5:H26)
			Percentage of National T				=H28/TOTALS!G29

Breakfast House
Report of 2008 Annual Sales by State

