

FUNDAMENTAL SPREADSHEET APPLICATIONS (230)

REGIONAL – 2014

TOTAL POINTS _____ (190)

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

Property of Business Professionals of America.
May be reproduced only for use in the Business Professionals of America
Workplace Skills Assessment Program competition.

FUNDAMENTAL SPREADSHEET APPLICATIONS - REGIONAL 2014

Page 2 of 5

Printout 1 Worksheet	Points Possible	Points Earned
Contestant # in right section of footer	5	
Worksheet centered vertically and horizontally	5	
Worksheet printed in landscape format	5	
Column headings formatted as shown in test	5	
Total Row shaded	5	
12 pt. Calibri font used for data	5	
Title correct, 16 pt. font, bold, merged and centered	5	
Column widths should be adjusted correctly to best fit	5	
Text and numbers aligned as shown in test.	5	
Gridlines included	5	
Proper spelling of titles and all names (-2 per error)	10	
Each total correct (2 points each)	22	
Each high/low amount correct (1 point each)	8	
Total	90	
Printout 2 (Pie Chart)		
Printed in landscape	5	
Chart centered vertically and horizontally on full sheet	5	
Legend is correct	5	
Data labels are placed correctly and a percentage	5	
Text box in lower right hand corner with contestant ID#	5	
Total	25	
Printout 3 (Worksheet with Formulas)		
All formulas fully viewable and printed in landscape	10	
Correct formula used for total units sold for each style	10	
Correct formula used for total units sold in each zone	10	
Correct formula used for least units sold in each zone	10	
Correct formula used for most units sold in each zone	10	
Total	50	
Printout 4 (Bar Chart)		
Legend is correct	5	
Printed in landscape	5	
Chart centered vertically and horizontally on full sheet	5	
Data labels are correct	5	
Text box in lower right hand corner with contestant ID#	5	
Total	25	

GENERAL INSTRUCTIONS

1. **Put your contestant number in the right section of 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.

Special Instructions

Please use the following procedures for each worksheet that you submit:

1. Save early and often. Loss of data, for any reason, is the contestant's responsibility.
2. Check the spelling on all worksheets. .
3. Center worksheet vertically and horizontally on **one** page.
4. Print all worksheets in Landscape format.
5. Print each chart on a separate sheet.
6. Insert a text box with your contestant number on the bottom right corner of all charts.

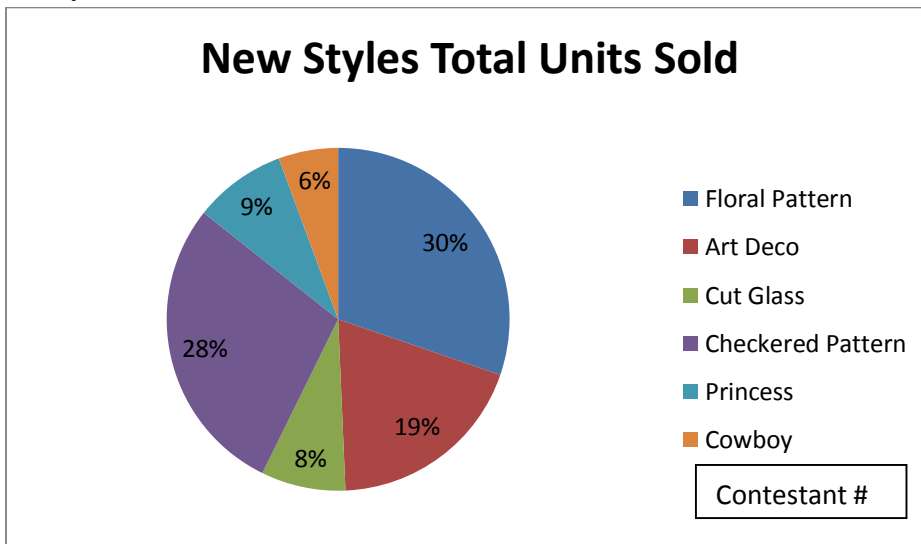
The Happy Lighting Company is marketing four new styles of lamps. They want to determine, based on the sales for the past six months, which styles are most popular in different parts of the country.

1. Enter the following data into a spreadsheet beginning in A1. Format as shown. Title font Calibri 16 Bold. All other data is Calibri 12.

Happy Lighting New Styles Sales Data by Zone

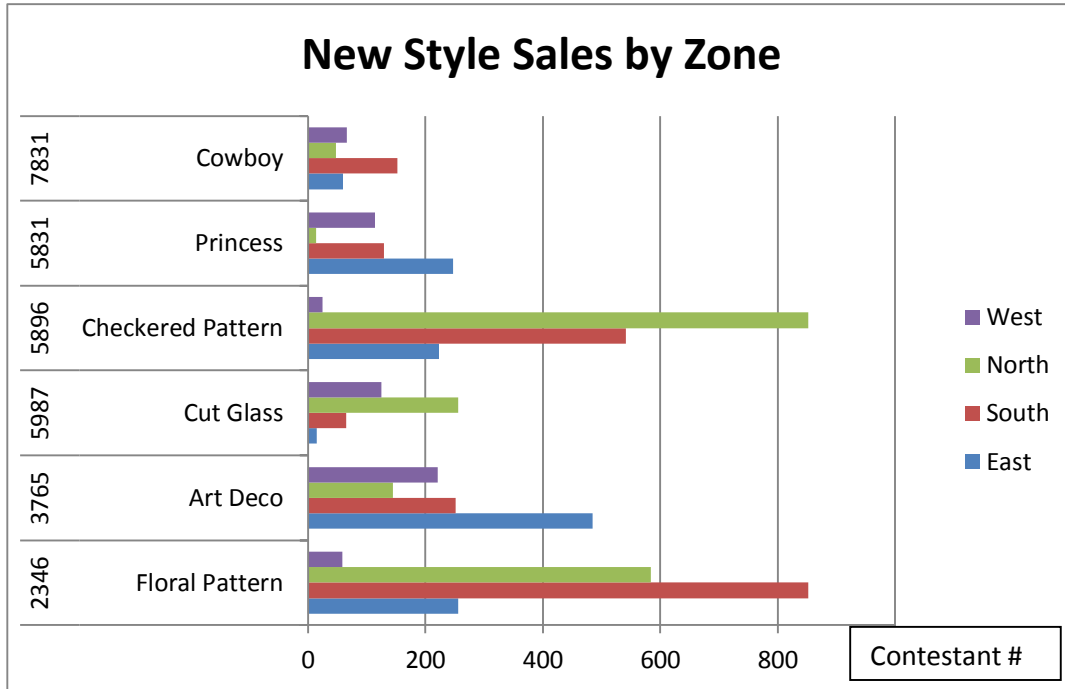
Style #	Style	East	South	North	West	Total
2346	Floral Pattern	256	852	584	58	
3765	Art Deco	485	251	145	221	
5987	Cut Glass	15	65	256	125	
5896	Checkered Pattern	223	541	852	25	
5831	Princess	247	129	14	114	
7831	Cowboy	59	152	48	66	
Totals						
Least Units Sold						
Most Units Sold						

2. Enter formulas to determine:
 - a. Total units sold for each style.
 - b. Total units sold in each zone.
 - c. Least units sold for each zone.
 - d. Most units sold for each zone.
3. Shade the total row.
4. Print the spreadsheet with gridlines.
5. Create a pie chart as shown below. Formatting and data must match. Use a text box to enter your contestant #.



6. Print a copy of the pie chart.

7. Print a copy of the spreadsheet showing formulas.
8. Create a bar chart as shown. Formatting and data must match. Use a text box for your contestant #.
9. Print a copy of the bar chart.





FUNDAMENTAL SPREADSHEET APPLICATIONS (230)

REGIONAL – 2014

TOTAL POINTS _____ (190)

**Judges/Graders: Please double check and verify all
scores and answer keys!**

Property of Business Professionals of America.
May be reproduced only for use in the Business Professionals of America
Workplace Skills Assessment Program competition.



GENERAL INSTRUCTIONS

1. Put your contestant number in the right section of the 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.

Special Instructions

Please use the following procedures for each worksheet that you submit:

1. Save early and often. Loss of data, for any reason, is the contestant's responsibility.
 2. Check the spelling on all worksheets.
 3. Center worksheet vertically and horizontally on one page.
 4. Print all worksheets in Landscape format.
 5. Format all work as shown.
 6. Print each chart on a separate sheet.
 7. Insert a text box with your contestant number on the bottom right corner of all charts.
-

Note to graders: Unless indicated differently, points are all or nothing.



Printout 1 (Worksheet)	Points Possible	Points Earned
Contestant # in right section of footer	5	
Worksheet centered vertically and horizontally	5	
Worksheet printed in landscape format	5	
Column headings formatted as shown in test	5	
Total Row shaded	5	
12 pt. Calibri font used for data	5	
Title correct, 16 pt. font, bold, merged and centered	5	
Column widths should be adjusted correctly to best fit	5	
Text and numbers aligned as shown in test.	5	
Gridlines included	5	
Proper spelling of titles and all names (-2 per error)	10	
Each total correct (2 points each)	22	
Each high/low amount correct (1 point each)	8	
Total	90	
Printout 2 (Pie Chart)		
Printed in landscape	5	
Chart centered vertically and horizontally on full sheet	5	
Legend is correct	5	
Data labels are placed correctly and a percentage	5	
Text box in lower right hand corner with contestant ID#	5	
Total	25	
Printout 3 (Worksheet with Formulas)		
All formulas fully viewable and printed in landscape	10	
Correct formula used for total units sold for each style	10	
Correct formula used for total units sold in each zone	10	
Correct formula used for least units sold in each zone	10	
Correct formula used for most units sold in each zone	10	
Total	50	
Printout 4 (Bar Chart)		
Legend is correct	5	
Printed in landscape	5	
Chart centered vertically and horizontally on full sheet	5	
Data labels are correct	5	
Text box in lower right hand corner with contestant ID#	5	
Total	25	

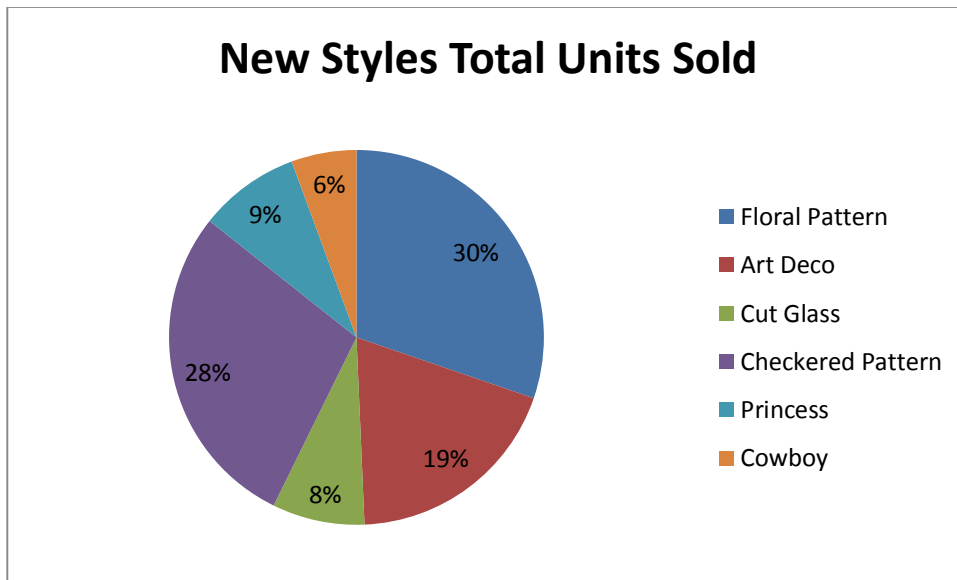


Printout 1 (Worksheet) Must be centered vertically and horizontally in landscape orientation.

Happy Lighting New Styles Sales Data by Zone

Style #	Style	East	South	North	West	Total
2346	Floral Pattern	256	852	584	58	1750
3765	Art Deco	485	251	145	221	1102
5987	Cut Glass	15	65	256	125	461
5896	Checkered Pattern	223	541	852	25	1641
5831	Princess	247	129	14	114	504
7831	Cowboy	59	152	48	66	325
Totals		1285	1990	1899	609	5783
Least Units Sold		15	65	14	25	325
Most Units Sold		485	852	852	221	1750

Printout 2 (Pie Chart) Must be centered vertically and horizontally in landscape orientation.





Printout 3 (Worksheet with Formulas) Must be centered vertically and horizontally in landscape orientation.

Happy Lighting New Styles Sales Data by Zone

Style #	Style	East	South	North	West	Total
2346	Floral Pattern	256	852	584	58	=SUM(C3:F3)
3765	Art Deco	485	251	145	221	=SUM(C4:F4)
5987	Cut Glass	15	65	256	125	=SUM(C5:F5)
5896	Checkered Pattern	223	541	852	25	=SUM(C6:F6)
5831	Princess	247	129	14	114	=SUM(C7:F7)
7831	Cowboy	59	152	48	66	=SUM(C8:F8)
Totals		=SUM(C3:C8)	=SUM(D3:D8)	=SUM(E3:E8)	=SUM(F3:F8)	=SUM(G3:G8)
Least Units Sold		=MIN(C3:C8)	=MIN(D3:D8)	=MIN(E3:E8)	=MIN(F3:F8)	=MIN(G3:G8)
Most Units Sold		=MAX(C3:C8)	=MAX(D3:D8)	=MAX(E3:E8)	=MAX(F3:F8)	=MAX(G3:G8)

Printout 4 (Bar Chart) Must be centered vertically and horizontally in landscape orientation.

