

(230) Fundamental Spreadsheet Applications

Description

Create and design spreadsheet applications that include variables, reports, and formats. Members enter and format data, enter and copy formulas, and print full documents or cell contents. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all members passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MOS Excel 2019 Associate and upon passing the exam, members will be awarded 50 points to their final score. All persons planning to take a certification test MUST register with Certiport (www.certiport.com) before attending NLC to create their Certiport profile. Members must include their BPA member ID in their Certiport profile when they register online. For more information on the exam, visit: <http://www.certiport.com>.

Eligibility

Any secondary division student member may enter this event. Members may *not* enter Fundamental Spreadsheet Applications and Advanced Spreadsheet Applications in the same year. This event may *not* be repeated.

Member must supply

Sharpened No. 2 pencils, pens, ruler

Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Members who violate this rule will be *disqualified*.

Published and/or unpublished non-electronic written reference materials

Business Professionals of America assumes no responsibility for hardware/software provided by the member. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Create and format worksheets and workbooks
- Analyze, format, enter, and edit data in cells, worksheets, and workbooks
- Utilize cell references including Mixed, Absolute, and Relative, as well as references to other sheets in the same workbook
- Analyze, create, and modify charts from data
- Create formulas and functions appropriate for the task at hand
- Use styles and data validation
- Use outline for groups and subtotals
- Display formulas
- Modify print options

Equipment/supplies provided

Computer, printer, and paper
Software as designated for this event

Method of evaluation

Application - *Reference materials are allowed.*

Entries

Each state is allowed five (5) entries

Length of event

No more than ten (10) minutes orientation
No more than ninety (90) minutes testing time
No more than ten (10) minutes wrap-up
No more than fifty (50) minutes for certification test