Contestant Number: _____

Time: _____

Rank: _____

ADVANCED SPREADSHEET APPLICATIONS (235)

REGIONAL – 2016

TOTAL POINTS _____ *(355 points)*

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

1.   Put your contestant number and printout number in the left 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.

Printout 1	Points	Total
Contestant Number in the left section of footer with **Printout 1** underneath	5	
Row 1 contains title, Times New Roman font, 26 pt, White, with dark gray fill of White Background 1, Darker 35%	5	
Title row merged across A1:K1, left aligned	5	
One blank line separates title row from column headings	5	
New data (October – December) is entered correctly at bottom of worksheet	10	
Dates (column A) formatted as shown on key.	5	
Amounts (column D) formatted as currency, floating $, no decimal places	5	
Correct amounts in G4:G9	5	
Correct amounts in G12:G17	5	
Correct amounts in G20:G25	5	
Correct amounts in J4:J5	5	
Correct amounts in J8:J9	5	
Correct amounts in J12:J13	5	
Blank column (Column H) inserted	5	
Amount columns D through J formatted as currency, floating $, no decimal places	5	
Printout in portrait orientation, centered with 1" side, top, and bottom margins	10	
No truncated data	10	
Subtotal Printout 1	**100**	
Printout 2	Points	Total
Printout has Contestant number and **Printout 2** in left section of footer	5	
Correct SUMIF function in G4:G9	20	
Correct SUMIF function in G12:G17	20	
Correct SUMIF function in G20:G25	20	
Correct SUMIF function in J4:J5	20	
Correct SUMIF function in J8:J9	20	
Correct SUMIF function in J12:J13	20	
Printout in landscape orientation and centered horizontally, narrow margins	10	
Printout scaled to fit on one page	5	
Subtotal Printout 2	**140**	
Printout 3	Points	Total
Chart has Contestant number and **Printout 3** in left section of footer	5	
Chart is a 3-D pie chart with categories and percentage labels	10	
No legend	10	
Moved to own sheet without copy/paste	10	
Title **2-Year Total of Expenses**	10	
Chart has textbox saying **Largest Expense** with thick black arrow pointing to largest percentage	10	
Chart has largest percentage piece of pie rotated so it is in the upper left corner	10	
Chart has highest percentage piece of pie pulled out	10	
Subtotal Printout 3	**75**	
Typos all sheet tabs (0 errors 40 points, 1 error 35 points, 2 errors 30 points, 3 or more 0 points)	40	
Total Points	**355**	

You are interested in purchasing a bakery and coffee shop that was established in 2013 and opened January 1, 2014. The owners are selling because they need to relocate to another state. They have provided financial reports to you for the past two years so that you can analyze the data and make a decision on buying the business.

Open the file 235-AdvSpreadR16 file provided by your contest administrator. Add the following formatting to the worksheets.

- Rename the sheet tab **Expenses**

Add the following information to the bottom of the worksheet. Make sure all information remains formatted appropriately. Amounts in Column D should be currency with 0 decimal places and floating dollar sign.

	A	B	C	D
127	Oct-15	Fixed	Rent	$950
128	Oct-15	Fixed	Loan Payment	$1,275
129	Oct-15	Variable	Supplies	$146,293
130	Oct-15	Variable	Equipment	$28,638
131	Oct-15	Variable	Payroll	$28,751
132	Oct-15	Variable	Utilities	$201
133	Nov-15	Fixed	Rent	$950
134	Nov-15	Fixed	Loan Payment	$1,275
135	Nov-15	Variable	Supplies	$187,923
136	Nov-15	Variable	Equipment	$25,186
137	Nov-15	Variable	Payroll	$27,751
138	Nov-15	Variable	Utilities	$221
139	Dec-15	Fixed	Rent	$950
140	Dec-15	Fixed	Loan Payment	$1,275
141	Dec-15	Variable	Supplies	$126,893
142	Dec-15	Variable	Equipment	$891
143	Dec-15	Variable	Payroll	$28,751
144	Dec-15	Variable	Utilities	$280

Formatting
- Insert two rows at the top of the worksheet.
- Create a new cell style. Name the style Wrkst. Format the style with Times New Roman font, 28 point, White, with a dark gray fill of White Background 1, Darker 35%.
- In Cell A1, insert the title **Expenses**.
- Merge cells A1:J1. Keep the title left aligned. Apply your new Wrkst style to the merged cell.
- Format the height of row 1 as 62 pts.
- Insert a blank column between Columns G and H. Format the column with a width of 5.
- Make sure no information is truncated.

Formulas and Functions
- On the Expenses worksheet, add a function in Cell G4 that will find the sum of all rent amounts in column D.
- Use the same function in Cell G5 to find the sum of all loan payments in column D.
- Use the same function in Cell G6 to find the sum of all supplies in column D.
- Use the same function in Cell G7 to find the sum of all equipment in column D.
- Use the same function in Cell G8 to find the sum of all payroll in column D.
- Use the same function in Cell G9 to find the sum of all utilities in column D.
- Add a function in Cell G12 to find the sum of rent for 2014.
- Continue adding functions in cells G13:G17 and G20:G25 to find the other expenses for 2014 and 2015.
- Follow the same procedure to find the fixed and variable expenses in cells J4:J5, J8:J9, and J12:J13.
- Format all amount cells as currency, no decimal places and floating dollar sign.

Chart

Using the data in F4:G9, create a 3-D pie chart. Move it to its own sheet. Add the title, **2-Year Total of Expenses**. Remove the legend and add data labels of category name and percentage with leader lines. Pull the labels around the outside edge of the pie. Make sure that all leader lines are displayed. Rotate the chart until the largest piece is in the upper left corner. Create a text box that says Largest Expense with a black arrow pointing to the one with the highest percentage. Apply the Moderate Line, Dark 1 style to the arrow. Pull the piece of pie out for emphasis.

Print

Add a footer with your **contestant number** on line 1 and **Printout 1** on line 2, left aligned.
- On the worksheet, select cell range E3:K25. Print the selection, portrait orientation, with 1-inch margins. Center horizontally on page.
- Display formulas. Change the footer to **Printout 2** underneath your **contestant number**. Change orientation to landscape. Adjust width of columns to accommodate fitting on one page. Print.
- Print the chart in landscape orientation. Include the footer with **Printout 3** underneath your **contestant number**.

Hand in all printouts in the correct order.

ADVANCED SPREADSHEET APPLICATIONS
(235)

REGIONAL – 2016

TOTAL POINTS _____ *(355 points)*

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

1.   Put your contestant number and printout number in the left 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.

NOTE TO GRADERS: Please use the Spreadsheet file provided as the Key.

Printout 1	Points	Total
Contestant Number in the left section of footer with **Printout 1** underneath	5	
Row 1 contains title, Times New Roman font, 26 pt., White, with dark gray fill of White Background 1, Darker 35%	5	
Title row merged across A1:K1, left aligned	5	
One blank line separates title row from column headings	5	
New data (October – December) is entered correctly at bottom of worksheet	10	
Dates (column A) formatted as shown on key.	5	
Amounts (column D) formatted as currency, floating $, no decimal places	5	
Correct amounts in G4:G9	5	
Correct amounts in G12:G17	5	
Correct amounts in G20:G25	5	
Correct amounts in J4:J5	5	
Correct amounts in J8:J9	5	
Correct amounts in J12:J13	5	
Blank column (Column H) inserted	5	
Amount columns D through J formatted as currency, floating $, no decimal places	5	
Printout in portrait orientation, centered with 1" side, top, and bottom margins	10	
No truncated data	10	
Subtotal Printout 1	**100**	
Printout 2	Points	Total
Printout has Contestant number and **Printout 2** in left section of footer	5	
Correct SUMIF function in G4:G9	20	
Correct SUMIF function in G12:G17	20	
Correct SUMIF function in G20:G25	20	
Correct SUMIF function in J4:J5	20	
Correct SUMIF function in J8:J9	20	
Correct SUMIF function in J12:J13	20	
Printout in landscape orientation and centered horizontally, narrow margins	10	
Printout scaled to fit on one page	5	
Subtotal Printout 2	**140**	
Printout 3	Points	Total
Chart has Contestant number and **Printout 3** in left section of footer	5	
Chart is a 3-D pie chart with categories and percentage labels	10	
No legend	10	
Moved to own sheet without copy/paste	10	
Title **2-Year Total of Expenses**	10	
Chart has textbox saying **Largest Expense** with thick black arrow pointing to largest percentage	10	
Chart has largest percentage piece of pie rotated so it is in the upper left corner	10	
Chart has highest percentage piece of pie pulled out	10	
Subtotal Printout 3	**75**	
Typos all sheet tabs (0 errors 40 points, 1 error 35 points, 2 errors 30 points, 3 or more 0 points)	40	
Total Points	**355**	

Expenses

Date	Type	Description	Amount		2-Year Total of Expenses			2-Year Total Expenses by Type		
Jan-14	Fixed	Rent	$950		Rent	$19,950		Fixed	$53,400	
Jan-14	Fixed	Loan Payment	$1,275		Loan Payment	$30,600		Variable	$6,612,696	
Jan-14	Variable	Supplies	$150,285		Supplies	$5,125,521				
Jan-14	Variable	Equipment	$90,285		Equipment	$823,720				
Jan-14	Variable	Payroll	$25,218		Payroll	$657,227		2014 Expenses by Type		
Jan-14	Variable	Utilities	$350		Utilities	$6,228		Fixed	$26,700	
Feb-14	Fixed	Rent	$950					Variable	$3,399,590	
Feb-14	Fixed	Loan Payment	$1,275		2014 Expenses					
Feb-14	Variable	Supplies	$147,500		Rent	$11,400		2015 Expenses by Type		
Feb-14	Variable	Equipment	$87,345		Loan Payment	$15,300		Fixed	$27,650	
Feb-14	Variable	Payroll	$25,218		Supplies	$2,344,531		Variable	$3,399,590	
Feb-14	Variable	Utilities	$342		Equipment	$3,049				
Mar-14	Fixed	Rent	$950		Payroll	$11,400				
Mar-14	Fixed	Loan Payment	$1,275		Utilities	$15,300				
Mar-14	Variable	Supplies	$162,688							
Mar-14	Variable	Equipment	$48,625		2015 Expenses					
Mar-14	Variable	Payroll	$25,218		Rent	$12,350				
Mar-14	Variable	Utilities	$310		Loan Payment	$15,300				
Apr-14	Fixed	Rent	$950		Supplies	$2,344,531				
Apr-14	Fixed	Loan Payment	$1,275		Payroll	$15,300				
Apr-14	Variable	Supplies	$186,900		Utilities	$2,344,531				
Apr-14	Variable	Payroll	$25,218			$313,215				
Apr-14	Variable	Utilities	$255							
May-14	Fixed	Rent	$950							
May-14	Fixed	Loan Payment	$1,275							
May-14	Variable	Supplies	$175,888							
May-14	Variable	Equipment	$102,345							
May-14	Variable	Payroll	$25,218							
May-14	Variable	Utilities	$231							
Jun-14	Fixed	Rent	$950							
Jun-14	Fixed	Loan Payment	$1,275							
Jun-14	Variable	Supplies	$200,510							
Jun-14	Variable	Equipment	$125,740							
Jun-14	Variable	Payroll	$25,218							

	D	E	F	G	H	I	J	K	L	M	N
6;	Jun-14	Variable	Utilities	$200							
6<	Jul-14	Fixed	Rent	$950							
73	Jul-14	Fixed	Loan Payment	$1,275							
74	Jul-14	Variable	Supplies	$218,502							
75	Jul-14	Variable	Payroll	$25,218							
76	Jul-14	Variable	Utilities	$255							
77	Aug-14	Fixed	Rent	$950							
78	Aug-14	Fixed	Loan Payment	$1,275							
79	Aug-14	Variable	Supplies	$185,200							
7:	Aug-14	Variable	Equipment	$78,000							
7;	Aug-14	Variable	Payroll	$25,218							
7<	Aug-14	Variable	Utilities	$286							
83	Sep-14	Fixed	Rent	$950							
84	Sep-14	Fixed	Loan Payment	$1,275							
85	Sep-14	Variable	Supplies	$220,100							
86	Sep-14	Variable	Equipment	$89,000							
87	Sep-14	Variable	Payroll	$25,218							
88	Sep-14	Variable	Utilities	$145							
89	Oct-14	Fixed	Rent	$950							
8:	Oct-14	Fixed	Loan Payment	$1,275							
8;	Oct-14	Variable	Supplies	$236,750							
8<	Oct-14	Variable	Equipment	$45,296							
93	Oct-14	Variable	Payroll	$28,751							
94	Oct-14	Variable	Utilities	$190							
95	Nov-14	Fixed	Rent	$950							
96	Nov-14	Fixed	Loan Payment	$1,275							
97	Nov-14	Variable	Supplies	$215,520							
98	Nov-14	Variable	Payroll	$28,751							
99	Nov-14	Variable	Utilities	$210							
9:	Dec-14	Fixed	Rent	$950							
9;	Dec-14	Fixed	Loan Payment	$1,275							
9<	Dec-14	Variable	Supplies	$244,688							
:3	Dec-14	Variable	Equipment	$72,159							
:4	Dec-14	Variable	Payroll	$28,751							
:5	Dec-14	Variable	Utilities	$275							
:6	Jan-15	Fixed	Rent	$950							
:7	Jan-15	Fixed	Loan Payment	$1,275							
:8	Jan-15	Variable	Supplies	$247,852							
:9	Jan-15	Variable	Equipment	$2,587							
::	Jan-15	Variable	Payroll	$28,751							

	D	E	F	G	H	I	J	K	L	M	N
:;	Jan-15	Variable	Utilities	$360							
:<	Feb-15	Fixed	Rent	$950							
;3	Feb-15	Fixed	Loan Payment	$1,275							
;4	Feb-15	Variable	Supplies	$258,252							
;5	Feb-15	Variable	Equipment	$2,318							
;6	Feb-15	Variable	Payroll	$28,751							
;7	Feb-15	Variable	Utilities	$351							
;8	Mar-15	Fixed	Rent	$950							
;9	Mar-15	Fixed	Loan Payment	$1,275							
;:	Mar-15	Variable	Supplies	$236,285							
;;	Mar-15	Variable	Equipment	$3,619							
;<	Mar-15	Variable	Payroll	$28,751							
<3	Mar-15	Variable	Utilities	$320							
<4	Apr-15	Fixed	Rent	$950							
<5	Apr-15	Fixed	Loan Payment	$1,275							
<6	Apr-15	Variable	Supplies	$258,500							
<7	Apr-15	Variable	Equipment	$846							
<8	Apr-15	Variable	Payroll	$28,751							
<9	Apr-15	Variable	Utilities	$275							
<:	May-15	Fixed	Rent	$950							
<;	May-15	Fixed	Loan Payment	$1,275							
<<	May-15	Variable	Supplies	$268,215							
433	May-15	Variable	Equipment	$4,530							
434	May-15	Variable	Payroll	$28,751							
435	May-15	Variable	Utilities	$240							
436	Jun-15	Fixed	Rent	$950							
437	Jun-15	Fixed	Loan Payment	$1,275							
438	Jun-15	Variable	Supplies	$274,548							
439	Jun-15	Variable	Equipment	$875							
43:	Jun-15	Variable	Payroll	$28,751							
43;	Jun-15	Variable	Utilities	$211							
43<	Jul-15	Fixed	Rent	$950							
443	Jul-15	Fixed	Loan Payment	$1,275							
444	Jul-15	Variable	Supplies	$251,582							
445	Jul-15	Variable	Equipment	$13,785							
446	Jul-15	Variable	Payroll	$28,751							
447	Jul-15	Variable	Utilities	$269							
448	Aug-15	Fixed	Rent	$950							
449	Aug-15	Fixed	Loan Payment	$1,275							
44:	Aug-15	Variable	Supplies	$273,522							

	D	E	F	G	H	I	J	K	L	M	N
44;	Aug-15	Variable	Equipment	$375							
44<	Aug-15	Variable	Payroll	$28,751							
453	Aug-15	Variable	Utilities	$291							
454	Sep-15	Fixed	Rent	$950							
455	Sep-15	Fixed	Loan Payment	$1,275							
456	Sep-15	Variable	Supplies	$251,125							
457	Sep-15	Variable	Equipment	$1,275							
458	Sep-15	Variable	Payroll	$28,751							
459	Sep-15	Variable	Utilities	$160							
45:	Oct-15	Fixed	Rent	$950							
45;	Oct-15	Fixed	Loan Payment	$1,275							
45<	Oct-15	Variable	Supplies	$146,293							
463	Oct-15	Variable	Equipment	$28,638							
464	Oct-15	Variable	Payroll	$28,751							
465	Oct-15	Variable	Utilities	$201							
466	Nov-15	Fixed	Rent	$950							
467	Nov-15	Fixed	Loan Payment	$1,275							
468	Nov-15	Variable	Supplies	$187,923							
469	Nov-15	Variable	Equipment	$25,186							
46:	Nov-15	Variable	Payroll	$27,751							
46;	Nov-15	Variable	Utilities	$221							
46<	Dec-15	Fixed	Rent	$950							
473	Dec-15	Fixed	Loan Payment	$1,275							
474	Dec-15	Variable	Supplies	$126,893							
475	Dec-15	Variable	Equipment	$891							
476	Dec-15	Variable	Payroll	$28,751							
477	Dec-15	Variable	Utilities	$280							

Expenses

Date	Type	Description	Amount
41640	Fixed	Rent	950
41640	Fixed	Loan Payment	1275
41640	Variable	Supplies	150285
41640	Variable	Equipment	90285
41640	Variable	Payroll	25218
41640	Variable	Utilities	350
41671	Fixed	Rent	950
41671	Fixed	Loan Payment	1275
41671	Variable	Supplies	147500
41671	Variable	Equipment	87345
41671	Variable	Payroll	25218
41671	Variable	Utilities	342
41699	Fixed	Rent	950
41699	Fixed	Loan Payment	1275
41699	Variable	Supplies	162688
41699	Variable	Equipment	48625
41699	Variable	Payroll	25218
41699	Variable	Utilities	310
41730	Fixed	Rent	950
41730	Fixed	Loan Payment	1275
41730	Variable	Supplies	186900
41730	Variable	Payroll	25218
41730	Variable	Utilities	255
41760	Fixed	Rent	950
41760	Fixed	Loan Payment	1275
41760	Variable	Supplies	175888
41760	Variable	Equipment	102345
41760	Variable	Payroll	25218
41760	Variable	Utilities	231
41791	Fixed	Rent	950
41791	Fixed	Loan Payment	1275
41791	Variable	Supplies	200510
41791	Variable	Equipment	125740
41791	Variable	Payroll	25218
41791	Variable	Utilities	200
41821	Fixed	Rent	950
41821	Fixed	Loan Payment	1275
41821	Variable	Supplies	218502
41821	Variable	Payroll	25218
41821	Variable	Utilities	255
41852	Fixed	Rent	950
41852	Fixed	Loan Payment	1275
41852	Variable	Supplies	185200
41852	Variable	Equipment	78000
41852	Variable	Payroll	25218
41852	Variable	Utilities	286
41883	Fixed	Rent	950
41883	Fixed	Loan Payment	1275
41883	Variable	Supplies	220100
41883	Variable	Equipment	89000
41883	Variable	Payroll	25218
41883	Variable	Utilities	145
41913	Fixed	Rent	950
41913	Fixed	Loan Payment	1275

2-Year Total of Expenses

Rent =SUMIF($C$4:$C$144,"Rent",$D$4:$D$144)
Loan Payment =SUMIF($C$4:$C$144,"Loan Payment",$D$4:$D$144)
Supplies =SUMIF($C$4:$C$144,"Supplies",$D$4:$D$144)
Equipment =SUMIF($C$4:$C$144,"Equipment",$D$4:$D$144)
Payroll =SUMIF($C$4:$C$144,"Payroll",$D$4:$D$144)
Utilities =SUMIF($C$4:$C$144,"Utilities",$D$4:$D$144)

2014 Expenses

Rent =SUMIF($C$4:$C$72,"Rent",$D$4:$D$72)
Loan Payment =SUMIF($C$4:$C$72,"Loan Payment",$D$4:$D$172)
Supplies =SUMIF($C$4:$C$72,"Supplies",$D$4:$D$72)
Equipment =SUMIF($C$4:$C$72,"Equipment",$D$4:$D$72)
Payroll =SUMIF($C$4:$C$72,"Payroll",$D$4:$D$72)
Utilities =SUMIF($C$4:$C$72,"Utilities",$D$4:$D$72)

2015 Expenses

Rent =SUMIF($C$4:$C$73,"Rent",$D$4:$D$144)
Loan Payment =SUMIF($C$4:$C$73,"Loan Payment",$D$4:$D$144)
Supplies =SUMIF($C$4:$C$73,"Supplies",$D$4:$D$144)
Payroll =SUMIF($C$4:$C$73,"Payroll",$D$4:$D$144)
Utilities =SUMIF($C$4:$C$73,"Utilities",$D$4:$D$144)

2-Year Total Expenses by Type

Fixed =SUMIF($B$4:$B$144,"Fixed",$D$4:$D$144)
Variable =SUMIF($B$4:$B$144,"Variable",$D$4:$D$144)

2014 Expenses by Type

Fixed =SUMIF($B$4:$B$72,"Fixed",$D$4:$D$72)
Variable =SUMIF($B$4:$B$72,"Variable",$D$4:$D$72)

2015 Expenses by Type

Fixed =SUMIF($B$4:$B$73,"Fixed",$D$4:$D$144)
Variable =SUMIF($B$4:$B$73,"Variable",$D$4:$D$144)

	D	E	F	G	I	J	K	L	M	N
8 ;	41913	Variable	Supplies	236750						
8 <	41913	Variable	Equipment	45296						
93	41913	Variable	Payroll	28751						
94	41913	Variable	Utilities	190						
95	41944	Fixed	Rent	950						
96	41944	Fixed	Loan Payment	1275						
97	41944	Variable	Supplies	215520						
98	41944	Variable	Payroll	28751						
99	41944	Variable	Utilities	210						
9 :	41974	Fixed	Rent	950						
9 ;	41974	Fixed	Loan Payment	1275						
9 <	41974	Variable	Supplies	244688						
: 3	41974	Variable	Equipment	72159						
: 4	41974	Variable	Payroll	28751						
: 5	41974	Variable	Utilities	275						
: 6	42005	Fixed	Rent	950						
: 7	42005	Fixed	Loan Payment	1275						
: 8	42005	Variable	Supplies	247852						
: 9	42005	Variable	Equipment	2587						
: :	42005	Variable	Payroll	28751						
: ;	42005	Variable	Utilities	360						
: <	42036	Fixed	Rent	950						
; 3	42036	Fixed	Loan Payment	1275						
; 4	42036	Variable	Supplies	258252						
; 5	42036	Variable	Equipment	2318						
; 6	42036	Variable	Payroll	28751						
; 7	42036	Variable	Utilities	351						
; 8	42064	Fixed	Rent	950						
; 9	42064	Fixed	Loan Payment	1275						
; :	42064	Variable	Supplies	236285						
; ;	42064	Variable	Equipment	3619						
; <	42064	Variable	Payroll	28751						
< 3	42064	Variable	Utilities	320						
< 4	42095	Fixed	Rent	950						
< 5	42095	Fixed	Loan Payment	1275						
< 6	42095	Variable	Supplies	258500						
< 7	42095	Variable	Equipment	846						
< 8	42095	Variable	Payroll	28751						
< 9	42095	Variable	Utilities	275						
< :	42125	Fixed	Rent	950						
< ;	42125	Fixed	Loan Payment	1275						
< <	42125	Variable	Supplies	268215						
433	42125	Variable	Equipment	4530						
434	42125	Variable	Payroll	28751						
435	42125	Variable	Utilities	240						
436	42156	Fixed	Rent	950						
437	42156	Fixed	Loan Payment	1275						
438	42156	Variable	Supplies	274548						
439	42156	Variable	Equipment	875						
43 :	42156	Variable	Payroll	28751						
43 ;	42156	Variable	Utilities	211						
43 <	42186	Fixed	Rent	950						
443	42186	Fixed	Loan Payment	1275						
444	42186	Variable	Supplies	251582						
445	42186	Variable	Equipment	13785						
446	42186	Variable	Payroll	28751						
447	42186	Variable	Utilities	269						
448	42217	Fixed	Rent	950						
449	42217	Fixed	Loan Payment	1275						
44 :	42217	Variable	Supplies	273522						

	D	E	F	G	I	J	K	L	M	N
44;	42217	Variable	Equipment	375						
44<	42217	Variable	Payroll	28751						
453	42217	Variable	Utilities	291						
454	42248	Fixed	Rent	950						
455	42248	Fixed	Loan Payment	1275						
456	42248	Variable	Supplies	251125						
457	42248	Variable	Equipment	1275						
458	42248	Variable	Payroll	28751						
459	42248	Variable	Utilities	160						
45:	42292	Fixed	Rent	950						
45;	42292	Fixed	Loan Payment	1275						
45<	42292	Variable	Supplies	146293						
463	42292	Variable	Equipment	28638						
464	42292	Variable	Payroll	28751						
465	42292	Variable	Utilities	201						
466	42323	Fixed	Rent	950						
467	42323	Fixed	Loan Payment	1275						
468	42323	Variable	Supplies	187923						
469	42323	Variable	Equipment	25186						
46:	42323	Variable	Payroll	27751						
46;	42323	Variable	Utilities	221						
46<	42353	Fixed	Rent	950						
473	42353	Fixed	Loan Payment	1275						
474	42353	Variable	Supplies	126893						
475	42353	Variable	Equipment	891						
476	42353	Variable	Payroll	28751						
477	42353	Variable	Utilities	280						

ADVANCED SPREADSHEET APPLICATIONS
(235)

REGIONAL – 2016

TOTAL POINTS _____ *(355 points)*

No more than ten (10) minutes orientation
No more than 90 minutes testing time
No more than ten (10) minutes wrap-up

General Instructions

1.   Put your contestant number and printout number in the left 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.

NOTE TO GRADERS: Please use the Spreadsheet file provided as the Key.

Printout 1	Points	Total
Contestant Number in the left section of footer with **Printout 1** underneath	5	
Row 1 contains title, Times New Roman font, 26 pt., White, with dark gray fill of White Background 1, Darker 35%	5	
Title row merged across A1:K1, left aligned	5	
One blank line separates title row from column headings	5	
New data (October – December) is entered correctly at bottom of worksheet	10	
Dates (column A) formatted as shown on key.	5	
Amounts (column D) formatted as currency, floating $, no decimal places	5	
Correct amounts in G4:G9	5	
Correct amounts in G12:G17	5	
Correct amounts in G20:G25	5	
Correct amounts in J4:J5	5	
Correct amounts in J8:J9	5	
Correct amounts in J12:J13	5	
Blank column (Column H) inserted	5	
Amount columns D through J formatted as currency, floating $, no decimal places	5	
Printout in portrait orientation, centered with 1" side, top, and bottom margins	10	
No truncated data	10	
Subtotal Printout 1	**100**	
Printout 2	Points	Total
Printout has Contestant number and **Printout 2** in left section of footer	5	
Correct SUMIF function in G4:G9	20	
Correct SUMIF function in G12:G17	20	
Correct SUMIF function in G20:G25	20	
Correct SUMIF function in J4:J5	20	
Correct SUMIF function in J8:J9	20	
Correct SUMIF function in J12:J13	20	
Printout in landscape orientation and centered horizontally, narrow margins	10	
Printout scaled to fit on one page	5	
Subtotal Printout 2	**140**	
Printout 3	Points	Total
Chart has Contestant number and **Printout 3** in left section of footer	5	
Chart is a 3-D pie chart with categories and percentage labels	10	
No legend	10	
Moved to own sheet without copy/paste	10	
Title **2-Year Total of Expenses**	10	
Chart has textbox saying **Largest Expense** with thick black arrow pointing to largest percentage	10	
Chart has largest percentage piece of pie rotated so it is in the upper left corner	10	
Chart has highest percentage piece of pie pulled out	10	
Subtotal Printout 3	**75**	
Typos all sheet tabs (0 errors 40 points, 1 error 35 points, 2 errors 30 points, 3 or more 0 points)	40	
Total Points	**355**	

Expenses

	Date	Type	Description	Amount		2-Year Total of Expenses			2-Year Total Expenses by Type		
7	Jan-14	Fixed	Rent	$950		Rent	$19,950			Fixed	$53,400
8	Jan-14	Fixed	Loan Payment	$1,275		Loan Payment	$30,600			Variable	$6,612,696
9	Jan-14	Variable	Supplies	$150,285		Supplies	$5,125,521				
:	Jan-14	Variable	Equipment	$90,285		Equipment	$823,720				
;	Jan-14	Variable	Payroll	$25,218		Payroll	$657,227		2014 Expenses by Type		
<	Jan-14	Variable	Utilities	$350		Utilities	$6,228			Fixed	$26,700
43	Feb-14	Fixed	Rent	$950						Variable	$3,399,590
44	Feb-14	Fixed	Loan Payment	$1,275		2014 Expenses					
45	Feb-14	Variable	Supplies	$147,500		Rent	$11,400		2015 Expenses by Type		
46	Feb-14	Variable	Equipment	$87,345		Loan Payment	$15,300			Fixed	$27,650
47	Feb-14	Variable	Payroll	$25,218		Supplies	$2,344,531			Variable	$3,399,590
48	Feb-14	Variable	Utilities	$342		Equipment	$3,049				
49	Mar-14	Fixed	Rent	$950		Payroll	$11,400				
4:	Mar-14	Fixed	Loan Payment	$1,275		Utilities	$15,300				
4;	Mar-14	Variable	Supplies	$162,688							
4<	Mar-14	Variable	Equipment	$48,625		2015 Expenses					
53	Mar-14	Variable	Payroll	$25,218		Rent	$12,350				
54	Mar-14	Variable	Utilities	$310		Loan Payment	$15,300				
55	Apr-14	Fixed	Rent	$950		Supplies	$2,344,531				
56	Apr-14	Fixed	Loan Payment	$1,275		Payroll	$15,300				
57	Apr-14	Variable	Supplies	$186,900		Utilities	$2,344,531				
58	Apr-14	Variable	Payroll	$25,218			$313,215				
59	Apr-14	Variable	Utilities	$255							
5:	May-14	Fixed	Rent	$950							
5;	May-14	Fixed	Loan Payment	$1,275							
5<	May-14	Variable	Supplies	$175,888							
63	May-14	Variable	Equipment	$102,345							
64	May-14	Variable	Payroll	$25,218							
65	May-14	Variable	Utilities	$231							
66	Jun-14	Fixed	Rent	$950							
67	Jun-14	Fixed	Loan Payment	$1,275							
68	Jun-14	Variable	Supplies	$200,510							
69	Jun-14	Variable	Equipment	$125,740							
6:	Jun-14	Variable	Payroll	$25,218							

	D	E	F	G	H	I	J	K	L	M	N
6;	Jun-14	Variable	Utilities	$200							
6<	Jul-14	Fixed	Rent	$950							
73	Jul-14	Fixed	Loan Payment	$1,275							
74	Jul-14	Variable	Supplies	$218,502							
75	Jul-14	Variable	Payroll	$25,218							
76	Jul-14	Variable	Utilities	$255							
77	Aug-14	Fixed	Rent	$950							
78	Aug-14	Fixed	Loan Payment	$1,275							
79	Aug-14	Variable	Supplies	$185,200							
7:	Aug-14	Variable	Equipment	$78,000							
7;	Aug-14	Variable	Payroll	$25,218							
7<	Aug-14	Variable	Utilities	$286							
83	Sep-14	Fixed	Rent	$950							
84	Sep-14	Fixed	Loan Payment	$1,275							
85	Sep-14	Variable	Supplies	$220,100							
86	Sep-14	Variable	Equipment	$89,000							
87	Sep-14	Variable	Payroll	$25,218							
88	Sep-14	Variable	Utilities	$145							
89	Oct-14	Fixed	Rent	$950							
8:	Oct-14	Fixed	Loan Payment	$1,275							
8;	Oct-14	Variable	Supplies	$236,750							
8<	Oct-14	Variable	Equipment	$45,296							
93	Oct-14	Variable	Payroll	$28,751							
94	Oct-14	Variable	Utilities	$190							
95	Nov-14	Fixed	Rent	$950							
96	Nov-14	Fixed	Loan Payment	$1,275							
97	Nov-14	Variable	Supplies	$215,520							
98	Nov-14	Variable	Payroll	$28,751							
99	Nov-14	Variable	Utilities	$210							
9:	Dec-14	Fixed	Rent	$950							
9;	Dec-14	Fixed	Loan Payment	$1,275							
9<	Dec-14	Variable	Supplies	$244,688							
:3	Dec-14	Variable	Equipment	$72,159							
:4	Dec-14	Variable	Payroll	$28,751							
:5	Dec-14	Variable	Utilities	$275							
:6	Jan-15	Fixed	Rent	$950							
:7	Jan-15	Fixed	Loan Payment	$1,275							
:8	Jan-15	Variable	Supplies	$247,852							
:9	Jan-15	Variable	Equipment	$2,587							
::	Jan-15	Variable	Payroll	$28,751							

	D	E	F	G	H	I	J	K	L	M	N
:;	Jan-15	Variable	Utilities	$360							
:<	Feb-15	Fixed	Rent	$950							
;3	Feb-15	Fixed	Loan Payment	$1,275							
;4	Feb-15	Variable	Supplies	$258,252							
;5	Feb-15	Variable	Equipment	$2,318							
;6	Feb-15	Variable	Payroll	$28,751							
;7	Feb-15	Variable	Utilities	$351							
;8	Mar-15	Fixed	Rent	$950							
;9	Mar-15	Fixed	Loan Payment	$1,275							
;:	Mar-15	Variable	Supplies	$236,285							
;;	Mar-15	Variable	Equipment	$3,619							
;<	Mar-15	Variable	Payroll	$28,751							
<3	Mar-15	Variable	Utilities	$320							
<4	Apr-15	Fixed	Rent	$950							
<5	Apr-15	Fixed	Loan Payment	$1,275							
<6	Apr-15	Variable	Supplies	$258,500							
<7	Apr-15	Variable	Equipment	$846							
<8	Apr-15	Variable	Payroll	$28,751							
<9	Apr-15	Variable	Utilities	$275							
<:	May-15	Fixed	Rent	$950							
<;	May-15	Fixed	Loan Payment	$1,275							
<<	May-15	Variable	Supplies	$268,215							
433	May-15	Variable	Equipment	$4,530							
434	May-15	Variable	Payroll	$28,751							
435	May-15	Variable	Utilities	$240							
436	Jun-15	Fixed	Rent	$950							
437	Jun-15	Fixed	Loan Payment	$1,275							
438	Jun-15	Variable	Supplies	$274,548							
439	Jun-15	Variable	Equipment	$875							
43:	Jun-15	Variable	Payroll	$28,751							
43;	Jun-15	Variable	Utilities	$211							
43<	Jul-15	Fixed	Rent	$950							
443	Jul-15	Fixed	Loan Payment	$1,275							
444	Jul-15	Variable	Supplies	$251,582							
445	Jul-15	Variable	Equipment	$13,785							
446	Jul-15	Variable	Payroll	$28,751							
447	Jul-15	Variable	Utilities	$269							
448	Aug-15	Fixed	Rent	$950							
449	Aug-15	Fixed	Loan Payment	$1,275							
44:	Aug-15	Variable	Supplies	$273,522							

	D	E	F	G	H	I	J	K	L	M	N
44;	Aug-15	Variable	Equipment	$375							
44<	Aug-15	Variable	Payroll	$28,751							
453	Aug-15	Variable	Utilities	$291							
454	Sep-15	Fixed	Rent	$950							
455	Sep-15	Fixed	Loan Payment	$1,275							
456	Sep-15	Variable	Supplies	$251,125							
457	Sep-15	Variable	Equipment	$1,275							
458	Sep-15	Variable	Payroll	$28,751							
459	Sep-15	Variable	Utilities	$160							
45:	Oct-15	Fixed	Rent	$950							
45;	Oct-15	Fixed	Loan Payment	$1,275							
45<	Oct-15	Variable	Supplies	$146,293							
463	Oct-15	Variable	Equipment	$28,638							
464	Oct-15	Variable	Payroll	$28,751							
465	Oct-15	Variable	Utilities	$201							
466	Nov-15	Fixed	Rent	$950							
467	Nov-15	Fixed	Loan Payment	$1,275							
468	Nov-15	Variable	Supplies	$187,923							
469	Nov-15	Variable	Equipment	$25,186							
46:	Nov-15	Variable	Payroll	$27,751							
46;	Nov-15	Variable	Utilities	$221							
46<	Dec-15	Fixed	Rent	$950							
473	Dec-15	Fixed	Loan Payment	$1,275							
474	Dec-15	Variable	Supplies	$126,893							
475	Dec-15	Variable	Equipment	$891							
476	Dec-15	Variable	Payroll	$28,751							
477	Dec-15	Variable	Utilities	$280							

	D	E	F	G	I	J	L	M
							Expenses	
6	Date	Type	Description	Amount	2-Year Total of Expenses		2-Year Total Expenses by Type	
7	41640	Fixed	Rent	950	Rent	=SUMIF($C$4:$C$144,"Rent",$D$4:$D$144)	Fixed	=SUMIF($B$4:$B$144,"Fixed",$D$4:$D$144)
8	41640	Fixed	Loan Payment	1275	Loan Payment	=SUMIF($C$4:$C$144,"Loan Payment",$D$4:$D$144)	Variable	=SUMIF($B$4:$B$144,"Variable",$D$4:$D$144)
9	41640	Variable	Supplies	150285	Supplies	=SUMIF($C$4:$C$144,"Supplies",$D$4:$D$144)		
:	41640	Variable	Equipment	90285	Equipment	=SUMIF($C$4:$C$144,"Equipment",$D$4:$D$144)		
;	41640	Variable	Payroll	25218	Payroll	=SUMIF($C$4:$C$144,"Payroll",$D$4:$D$144)	2014 Expenses by Type	
<	41640	Variable	Utilities	350	Utilities	=SUMIF($C$4:$C$144,"Utilities",$D$4:$D$144)	Fixed	=SUMIF($B$4:$B$72,"Fixed",$D$4:$D$72)
43	41671	Fixed	Rent	950			Variable	=SUMIF($B$4:$B$72,"Variable",$D$4:$D$72)
44	41671	Fixed	Loan Payment	1275	2014 Expenses			
45	41671	Variable	Supplies	147500	Rent	=SUMIF($C$4:$C$72,"Rent",$D$4:$D$72)	2015 Expenses by Type	
46	41671	Variable	Equipment	87345	Loan Payment	=SUMIF($C$4:$C$72,"Loan Payment",$D$4:$D$172)	Fixed	=SUMIF($B$4:$B$73,"Fixed",$D$4:$D$144)
47	41671	Variable	Payroll	25218	Supplies	=SUMIF($C$4:$C$72,"Supplies",$D$4:$D$72)	Variable	=SUMIF($B$4:$B$73,"Variable",$D$4:$D$144)
48	41671	Variable	Utilities	342	Equipment	=SUMIF($C$4:$C$72,"Equipment",$D$4:$D$72)		
49	41699	Fixed	Rent	950	Payroll	=SUMIF($C$4:$C$72,"Payroll",$D$4:$D$72)		
4:	41699	Fixed	Loan Payment	1275	Utilities	=SUMIF($C$4:$C$72,"Utilities",$D$4:$D$72)		
4;	41699	Variable	Supplies	162688				
4<	41699	Variable	Equipment	48625	2015 Expenses			
53	41699	Variable	Payroll	25218	Rent	=SUMIF($C$4:$C$73,"Rent",$D$4:$D$144)		
54	41699	Variable	Utilities	310	Loan Payment	=SUMIF($C$4:$C$73,"Loan Payment",$D$4:$D$144)		
55	41730	Fixed	Rent	950	Supplies	=SUMIF($C$4:$C$73,"Supplies",$D$4:$D$144)		
56	41730	Fixed	Loan Payment	1275	Payroll	=SUMIF($C$4:$C$73,"Payroll",$D$4:$D$144)		
57	41730	Variable	Supplies	186900	Utilities	=SUMIF($C$4:$C$73,"Utilities",$D$4:$D$144)		
58	41730	Variable	Payroll	25218				
59	41730	Variable	Utilities	255				
5:	41760	Fixed	Rent	950				
5;	41760	Fixed	Loan Payment	1275				
5<	41760	Variable	Supplies	175888				
63	41760	Variable	Equipment	102345				
64	41760	Variable	Payroll	25218				
65	41760	Variable	Utilities	231				
66	41791	Fixed	Rent	950				
67	41791	Fixed	Loan Payment	1275				
68	41791	Variable	Supplies	200510				
69	41791	Variable	Equipment	125740				
6:	41791	Variable	Payroll	25218				
6;	41791	Variable	Utilities	200				
6<	41821	Fixed	Rent	950				
73	41821	Fixed	Loan Payment	1275				
74	41821	Variable	Supplies	218502				
75	41821	Variable	Payroll	25218				
76	41821	Variable	Utilities	255				
77	41852	Fixed	Rent	950				
78	41852	Fixed	Loan Payment	1275				
79	41852	Variable	Supplies	185200				
7:	41852	Variable	Equipment	78000				
7;	41852	Variable	Payroll	25218				
7<	41852	Variable	Utilities	286				
83	41883	Fixed	Rent	950				
84	41883	Fixed	Loan Payment	1275				
85	41883	Variable	Supplies	220100				
86	41883	Variable	Equipment	89000				
87	41883	Variable	Payroll	25218				
88	41883	Variable	Utilities	145				
89	41913	Fixed	Rent	950				
8:	41913	Fixed	Loan Payment	1275				

	D	E	F	G	I	J	K	L	M	N
8;	41913	Variable	Supplies	236750						
8<	41913	Variable	Equipment	45296						
93	41913	Variable	Payroll	28751						
94	41913	Variable	Utilities	190						
95	41944	Fixed	Rent	950						
96	41944	Fixed	Loan Payment	1275						
97	41944	Variable	Supplies	215520						
98	41944	Variable	Payroll	28751						
99	41944	Variable	Utilities	210						
9:	41974	Fixed	Rent	950						
9;	41974	Fixed	Loan Payment	1275						
9<	41974	Variable	Supplies	244688						
:3	41974	Variable	Equipment	72159						
:4	41974	Variable	Payroll	28751						
:5	41974	Variable	Utilities	275						
:6	42005	Fixed	Rent	950						
:7	42005	Fixed	Loan Payment	1275						
:8	42005	Variable	Supplies	247852						
:9	42005	Variable	Equipment	2587						
::	42005	Variable	Payroll	28751						
:;	42005	Variable	Utilities	360						
:<	42036	Fixed	Rent	950						
;3	42036	Fixed	Loan Payment	1275						
;4	42036	Variable	Supplies	258252						
;5	42036	Variable	Equipment	2318						
;6	42036	Variable	Payroll	28751						
;7	42036	Variable	Utilities	351						
;8	42064	Fixed	Rent	950						
;9	42064	Fixed	Loan Payment	1275						
;:	42064	Variable	Supplies	236285						
;;	42064	Variable	Equipment	3619						
;<	42064	Variable	Payroll	28751						
<3	42064	Variable	Utilities	320						
<4	42095	Fixed	Rent	950						
<5	42095	Fixed	Loan Payment	1275						
<6	42095	Variable	Supplies	258500						
<7	42095	Variable	Equipment	846						
<8	42095	Variable	Payroll	28751						
<9	42095	Variable	Utilities	275						
<:	42125	Fixed	Rent	950						
<;	42125	Fixed	Loan Payment	1275						
<<	42125	Variable	Supplies	268215						
433	42125	Variable	Equipment	4530						
434	42125	Variable	Payroll	28751						
435	42125	Variable	Utilities	240						
436	42156	Fixed	Rent	950						
437	42156	Fixed	Loan Payment	1275						
438	42156	Variable	Supplies	274548						
439	42156	Variable	Equipment	875						
43:	42156	Variable	Payroll	28751						
43;	42156	Variable	Utilities	211						
43<	42186	Fixed	Rent	950						
443	42186	Fixed	Loan Payment	1275						
444	42186	Variable	Supplies	251582						
445	42186	Variable	Equipment	13785						
446	42186	Variable	Payroll	28751						
447	42186	Variable	Utilities	269						
448	42217	Fixed	Rent	950						
449	42217	Fixed	Loan Payment	1275						
44:	42217	Variable	Supplies	273522						

	D	E	F	G	I	J	K	L	M	N
44;	42217	Variable	Equipment	375						
44<	42217	Variable	Payroll	28751						
453	42217	Variable	Utilities	291						
454	42248	Fixed	Rent	950						
455	42248	Fixed	Loan Payment	1275						
456	42248	Variable	Supplies	251125						
457	42248	Variable	Equipment	1275						
458	42248	Variable	Payroll	28751						
459	42248	Variable	Utilities	160						
45:	42292	Fixed	Rent	950						
45;	42292	Fixed	Loan Payment	1275						
45<	42292	Variable	Supplies	146293						
463	42292	Variable	Equipment	28638						
464	42292	Variable	Payroll	28751						
465	42292	Variable	Utilities	201						
466	42323	Fixed	Rent	950						
467	42323	Fixed	Loan Payment	1275						
468	42323	Variable	Supplies	187923						
469	42323	Variable	Equipment	25186						
46:	42323	Variable	Payroll	27751						
46;	42323	Variable	Utilities	221						
46<	42353	Fixed	Rent	950						
473	42353	Fixed	Loan Payment	1275						
474	42353	Variable	Supplies	126893						
475	42353	Variable	Equipment	891						
476	42353	Variable	Payroll	28751						
477	42353	Variable	Utilities	280						