Contestant Number: _____

Time: _____

Rank: _____

ADVANCED SPREADSHEET APPLICATIONS (235)

REGIONAL – 2018

Job: Weekly Payroll Report _____ (395 points)

TOTAL POINTS _____ ***(395 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 ninety (90) minutes testing time
No more than ten (10) minutes wrap-up

GENERAL INSTRUCTIONS

1. Key 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, arrange all printouts in the correct printout order (included in instructions).

4. Write your contestant number in the provided spaces on the test cover page.

5. 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.

6. Proofread carefully and make sure no information is truncated.

7. Center each worksheet vertically and horizontally on the page and fit each worksheet on one page. *Print all worksheets in Landscape format.*

SCORING

Printout 1	Points	Score
Typos (0 errors-50 points, 1 error-40 points, 2-errors 20 points, 3-errors 10 points, 4 or more errors-0 points)	50	
Row 1 Title Cell Style merged and centered through I	5	
Row 2 Heading 4 Cell Style; merged and centered through I	5	
Thick box border around A1:I2	5	
Worksheet header showing contestant file name and sheet tab name Carla's Payroll	5	
Row 4 Heading 3 cell style – center aligned	5	
Row 17 – Tax Rate title bold and centered and underlined with border around A17:B20	5	
B5:B15 formatted with 2 decimal places	5	
Formatted as currency, floating $, 2 decimal places for range C5:I5 and C15:I15	10	
Currency style, 2 decimal places with no dollar signs in range C6:I14	10	
Conditional formatting in range B5:B14	10	
Total Cell Style A15:I15	10	
Printout in landscape orientation (5 points) and centered horizontally and vertically (5 points)	10	
Subtotal Printout 1	**135**	

Printout 2	Points	Total
Correct IF Function in D5	40	
Formula in E5 with absolute reference	10	
Correct Value in E5	10	
Formula in F5 with absolute reference	10	
Correct value in F5	10	
Formula in G5 with absolute reference	10	
Correct value in G5	10	
Formula in H5 with correct value	20	
Formula in I5 with correct value	20	
SUM Function in B15 and D15:I15 with correct value	20	
Printout in landscape orientation (5 points) and centered horizontally and vertically (5 points)	10	
Printout scaled to fit on one page	10	
Subtotal Printout 2	**180**	

Printout 3	Points	Total
Chart is a 3-D Clustered Column chart with correct data	20	
Chart is titled **Carla's Weekly Payroll**	10	
Moved to own sheet without using copy/paste	20	
Data Callout with only employee names showing	10	
Data Callout with largest amount only shaded grey.	10	
All printouts submitted in correct order as instructed	10	
Subtotal Printout 3	**80**	
TOTAL POINTS	395	

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 contestant's responsibility.
- ✓ Check the spelling on all worksheets.
- ✓ 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.
- ✓ 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.
- ✓ Proofread carefully and make sure no information is truncated.
- ✓ Center each worksheet vertically and horizontally on the page and fit each worksheet on one page. *Print all worksheets in Landscape format.*

Carla is computerizing her payroll information to become more efficient. You are being asked to update the payroll report to include certain mandatory deductions and to add overtime computations.

- o Create a new Excel Spreadsheet file and save the file as ***235_AdvSpreadR18_ContestantNumber*** in the location specified by the proctor. Enter only the spreadsheet data, not the header information.

- o Rename Sheet 1: ***Carla's Payroll.***

Type the following information as shown below. All type is Times New Roman font size 12.

	A	B	C	D	E	F	G	H	I
1	Carla's Carpet and Upholstery Cleaning								
2	Weekly Payroll Report								
3									
4	Employee	Hours Worked	Hourly Pay Rate	Gross Pay	Social Security	Medicare	Federal Tax	State Tax	Net Pay
5	Henry, Billie	45.25	15.5						
6	Louise, Alberta	40	12.75						
7	Thomas, Edward	32.5	15						
8	Peoples, Sherry	34.5	13.1						
9	Chin, James	37.5	14.8						
10	Washington, Noah	24.24	12.5						
11	Belcher, Patrick	49	15.5						
12	Scott, Alfred	41.5	12.25						
13	Ruiz, Sam	40	14.5						
14	Anthony, Susan	28	13.5						
15	Totals								
16									
17	Tax Rates								
18	Social Security Tax	6.20%							
19	Medicare Tax	1.45%							
20	Federal Tax	18.50%							
21									

Formatting:

- ✓ In Row 1 – apply Title Cell Style and Merge and Center through column I.

- ✓ In Row 2 – apply Heading 4 Cell style and Merge and Center through column I.

- ✓ Select A1:I2 and apply a thick box border.

- ✓ In Row 4 – apply Heading 3 Cell style and Center Align headings.

- ✓ In Row 17 – Center the word Tax Rates in the cell A17, Bold and Underline.

- ✓ Select A17:B20 and apply a thick box border.

- ✓ Add two decimal places to the range B5:B14.

- ✓ Apply currency style, 2 decimals places and floating dollar sign to C5:I5 and C15:I15.

- ✓ Apply currency style, 2 decimals with no dollar sign to C6:I14.

- ✓ In Row 15 apply the Total Cell Style A15:I15.

- ✓ Use conditional formatting to change the formatting to white font on an orange background in any cell in the range B5:B14 that contains a value equal to or greater than 40.

Formulas:

- ✓ In D5 write an IF function that calculates gross pay for <=40 hours and to add overtime to regular pay for >40 hours at the 1.5 rate. Using the fill handle copy the formula to D14.

- ✓ In E5-F5-G5 - write a formula that calculates deductions by multiplying the tax rates in the Tax Rate table by the Gross Pay and copy that formula using absolute values.

- ✓ In H5 State Tax is 20% of federal withholding. Write a formula to calculate state tax.

- ✓ In I5 – write a formula that determines the employees net pay.

- ✓ In B15 and D15:I15 calculate the totals using the Sum function.

- ✓ Print worksheet vertically and horizontally on the page and fit on one page. *Print all worksheets in Landscape format.*

Charts:

- ✓ Using employees' names and net pay:
  - Create a 3D Clustered Column chart
  - Move it to its own sheet.
  - Add the title, Carla's Weekly Payroll.
  - Add Data callouts with only employee names showing
  - Shade the callout with largest amount to grey.

- ✓ Name the sheet tab Payroll Chart

CORRECT ORDER FOR TURNING IN PRINTOUTS

- ✓ Print Carla's Payroll

- ✓ Print Carla's Payroll showing formulas

- ✓ Print Payroll Chart

Carla's Carpet and Upholstery Cleaning
Weekly Payroll Report

Employee	Hours Worked	Hourly Pay Rate	Gross Pay	Social Security	Medicare	Federal Tax	State Tax	Net Pay
Henry, Billie	45.25	$15.50	$742.06	$46.01	$10.76	$137.28	$27.46	$520.56
Louise, Alberta	40.00	12.75	510.00	31.62	7.40	94.35	18.87	357.77
Thomas, Edward	32.50	15.00	487.50	30.23	7.07	90.19	18.04	341.98
Peoples, Sherry	34.50	13.10	451.95	28.02	6.55	83.61	16.72	317.04
Chin, James	37.50	14.80	555.00	34.41	8.05	102.68	20.54	389.33
Washington, Noah	24.24	12.50	303.00	18.79	4.39	56.06	11.21	212.55
Belcher, Patrick	49.00	15.50	829.25	51.41	12.02	153.41	30.68	581.72
Scott, Alfred	41.50	12.25	517.56	32.09	7.50	95.75	19.15	363.07
Ruiz, Sam	40.00	14.50	580.00	35.96	8.41	107.30	21.46	406.87
Anthony, Susan	28.00	13.50	378.00	23.44	5.48	69.93	13.99	265.17
Totals	**$372.49**		**$5,354.33**	**$331.97**	**$77.64**	**$990.55**	**$198.11**	**$3,756.06**

Tax Rates	
Social Security Tax	6.20%
Medicare Tax	1.45%
Federal Tax	18.50%

Contestant Number

	A	B	C	D	E	F	G	H	I
1				Carla's Carpet and Upholstery Cleaning					
2				Weekly Payroll Report					
3									
4	Employee	Hours Worked	Hourly Pay Rate	Gross Pay	Social Security	Medicare	Federal Tax	State Tax	Net Pay
5	Henry, Billie	45.25	15.5	=IF(B5>=40, 40*C5+(B5-40)*1.5*C5, B5*C5)	=$B$18*D5	=D5*$B$19	=D5*$B$20	=G5*20%	=D5-SUM(E5:H5)
6	Louise, Alberta	40	12.75	=IF(B6>=40, 40*C6+(B6-40)*1.5*C6, B6*C6)	=$B$18*D6	=D6*$B$19	=D6*$B$20	=G6*20%	=D6-SUM(E6:H6)
7	Thomas, Edward	32.5	15	=IF(B7>=40, 40*C7+(B7-40)*1.5*C7, B7*C7)	=$B$18*D7	=D7*$B$19	=D7*$B$20	=G7*20%	=D7-SUM(E7:H7)
8	Peoples, Sherry	34.5	13.1	=IF(B8>=40, 40*C8+(B8-40)*1.5*C8, B8*C8)	=$B$18*D8	=D8*$B$19	=D8*$B$20	=G8*20%	=D8-SUM(E8:H8)
9	Chin, James	37.5	14.8	=IF(B9>=40, 40*C9+(B9-40)*1.5*C9, B9*C9)	=$B$18*D9	=D9*$B$19	=D9*$B$20	=G9*20%	=D9-SUM(E9:H9)
10	Washington, Noah	24.24	12.5	=IF(B10>=40, 40*C10+(B10-40)*1.5*C10, B10*C10)	=$B$18*D10	=D10*$B$19	=D10*$B$20	=G10*20%	=D10-SUM(E10:H10)
11	Belcher, Patrick	49	15.5	=IF(B11>=40, 40*C11+(B11-40)*1.5*C11, B11*C11)	=$B$18*D11	=D11*$B$19	=D11*$B$20	=G11*20%	=D11-SUM(E11:H11)
12	Scott, Alfred	41.5	12.25	=IF(B12>=40, 40*C12+(B12-40)*1.5*C12, B12*C12)	=$B$18*D12	=D12*$B$19	=D12*$B$20	=G12*20%	=D12-SUM(E12:H12)
13	Ruiz, Sam	40	14.5	=IF(B13>=40, 40*C13+(B13-40)*1.5*C13, B13*C13)	=$B$18*D13	=D13*$B$19	=D13*$B$20	=G13*20%	=D13-SUM(E13:H13)
14	Anthony, Susan	28	13.5	=IF(B14>=40, 40*C14+(B14-40)*1.5*C14, B14*C14)	=$B$18*D14	=D14*$B$19	=D14*$B$20	=G14*20%	=D14-SUM(E14:H14)
15	Totals	=SUM(B5:B14)		=SUM(D5:D14)	=SUM(E5:E14)	=SUM(F5:F14)	=SUM(G5:G14)	=SUM(H5:H14)	=SUM(I5:I14)
16									
17	Tax Rates								
18	Social Security Tax	0.062							
19	Medicare Tax	0.0145							
20	Federal Tax	0.185							
21				**Grader Note:** Gross Pay formula may vary					

Carla's Weekly Payroll