SPREADSHEET APPLICATIONS & ANALYSIS (05)

Regional– 2008

Authored by MarySue Kuykendall

TOTAL POINTS _____ **(338)**

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 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.

	Points Possible	Score

Blank Invoice – Printout #1

	Possible	Score
Input data (-1 for each typo)	20	_____
Font --Jokerman	10	_____
Columns widths correct (5 points each)	25	_____
Light gray shading in Cells A2:C2, A9:A18, D19:D21)	10	_____
Cells B2:B4, B8:F8, D19:D22 are BOLD	10	_____
Cell B2 font size changed to 16	10	_____
Cells B3:B4 font size changed to 14	10	_____
Column headings are centered	10	_____
Amounts in Column F aligned at right with two decimal places	10	_____
Graphic inserted in Cells E1:F6	10	_____
Thin borders in Cells B8:F18 and D19:F21	10	_____
Thick border around Cells A1:F21	10	_____
Cells D19:E21 merged and text aligned at right	10	_____
Footer with Contestant # and Printout 1 in right corner	5	_____
Printed in portrait orientation w/gridlines & row & column headings	5	_____
	165	**Subtotal:** _____

Formula – Printout #2

	Possible	Score
Formula to calculate price correct (1 point each)	10	_____
SUM function for Subtotal	10	_____
Formula to determine tax correct	10	_____
Formula for Grand Total correct	10	_____
Printed Landscape with formulas—fit to one page	10	_____
Row and Column headings printed	5	_____
Column Widths – no truncation	10	_____
Footer with contestant # and Printout 2 in right corner	5	_____
	70	**Subtotal** _____

Completed Invoice – Printout #3

	Possible	Score
Additional data input correctly	23	_____
Formulas deleted in Cells F14:F18	10	_____
Centered vertically and horizontally	10	_____
Portrait orientation	5	_____
No gridlines, row or column headings	5	_____
Rescaled to 100%	5	_____
Amounts in Price column correct (5 points each)	25	_____
Subtotal correct	5	_____
Tax amount correct	5	_____
Grand Total amount correct	5	_____
Footer with contestant # and Printout 3 in right corner	5	_____
	103	**Subtotal:** _____
	338	**TOTAL:** _____

Create the worksheet below.

	A	B	C	D	E	F
1						
2		Desert Flower Video				
3		2380 Zydeco Place				
4		La Luz, NM 88337				
5						
6						
7						
8		Title #	Title	Quantity	Unit Price	Price
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19					Subtotal	
20					Tax	
21					Grand Total	

o   Set the font to Jokerman—12 point

o   Set column widths as follows:
   o   Column A—3
   o   Column B—11
   o   Column C—25
   o   Column D—11
   o   Columns E and F—15

Format the spreadsheet as follows:

   o   Change the font in Cells B9:E18 and F9:F21 to Times New Roman—12 point

o   Shade the following cells a light gray
   o   A2:D2
   o   A9:A18
   o   D19:E21

o Bold cells B2:B4, B8:F8, E19:E21
o Change size of font in Cell B2 to 16
o Change size of font in Cells B3:B4 to 14

o Cells B8:F8 should be aligned at center
o Cells E19:E22 should be align at right

o Align Cells B9:B18 and D9:D18 at center
o Align Cells C9:C18 at left
o Align Cells E9:F18 at right

o Insert an appropriate graphic in Cells E1:F6
o Create a thin top, bottom, and side border around Cells B8:F18 and D19:F21
o Create a thick border around Cells A1:F21

o Amounts in Columns E and F should be set for Currency Style with two decimal places.

o Enter a formula to calculate the price; copy the formula to cells F10:F18
o Use the SUM function to calculate the Subtotal
o Given a tax rate of 6.75%, enter a calculation to determine the amount of tax
o Enter a formula to determine the Grand Total

JOB 1--Print the spreadsheet with gridlines and row and column headings

JOB 2—Reveal the formulas, change to landscape orientation, fit to one page and print with gridlines and row and column headings

   o Add the following data to the spreadsheet:

Title #	Title	Quantity	Unit Price
A111756	Deadwood	2	14.99
C072978	Apocalypto	3	18.99
A111816	Grey's Anatomy	6	12.99
D121884	Bridge to Terabithia	4	14.99
B022622	Casino Royale	2	16.59

   o Delete the formulas in Cells F14:F18

   o Center the spreadsheet vertically and horizontally.

 JOB 3—Take the reveal formulas off. Rescale to 100%; print the spreadsheet in portrait orientation—do not include gridlines or row and column headings.

SPREADSHEET APPLICATIONS & ANALYSIS (05)

KEY

Regional—2008

Total Points _____(338 pts.)

Graders:

Please double-check and verify all scores!

GENERAL INSTRUCTIONS

1. **Put your contestant number and printout number in the right section of a footer on each spreadsheet.** Your name or initials should **NOT** appear on any work you submit.

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3. When turning in your contest, the jobs should be arranged in printout order.

	Points Possible	Score
Blank Invoice – Printout #1		
Input data (-1 for each typo)	20	_____
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Cells B2:B4, B8:F8, D19:D21 are BOLD	10	_____
Cell B2 font size changed to 16	10	_____
Cells B3:B4 font size changed to 14	10	_____
Column headings are centered	10	_____
Amounts in Column F aligned at right with two decimal places	10	_____
Graphic inserted in Cells E1:F6	10	_____
Thin borders in Cells B8:F18 and D19:F21	10	_____
Thick border around Cells A1:F21	10	_____
Cells D19:E21 merged and text aligned at right	10	_____
Footer with Contestant # and Printout 1 in right corner	5	_____
Printed in portrait orientation w/gridlines & row & column headings	5	_____
	165	**Subtotal:** _____
Formula – Printout #2		
Formula to calculate price correct (1 point each)	10	_____
SUM function for Subtotal	10	_____
Formula to determine tax correct	10	_____
Formula for Grand Total correct	10	_____
Printed Landscape with formulas—fit to one page	10	_____
Row and Column headings printed	5	_____
Column Widths – no truncation	10	_____
Footer with contestant # and Printout 2 in right corner	5	_____
	70	**Subtotal** _____
Completed Invoice – Printout #3		
Additional data input correctly	23	_____
Formulas deleted in Cells F14:F18	10	_____
Centered vertically and horizontally	10	_____
Portrait orientation	5	_____
No gridlines, row or column headings	5	_____
Rescaled to 100%	5	
Amounts in Price column correct (5 points each)	25	_____
Subtotal correct	5	_____
Tax amount correct	5	_____
Grand Total amount correct	5	_____
Footer with contestant # and Printout 3 in right corner	5	_____
	103	**Subtotal:** _____
	338	**TOTAL:** _____

Printout #1
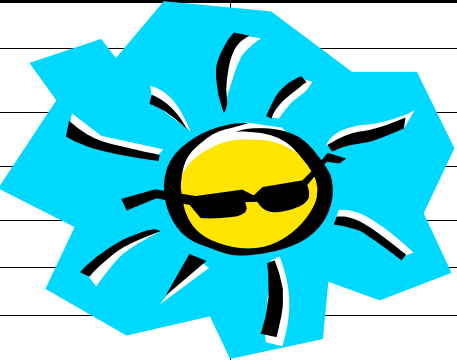
USE EXCEL PRINTOUT
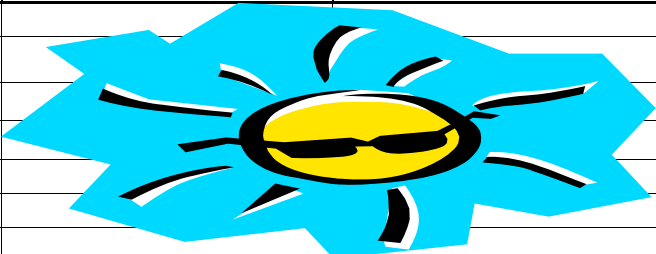
Printout #2

USE EXCEL PRINTOUT

Printout #3

USE EXCEL PRINTOUT

KEY--PRINTOUT #1

	A	B	C	D	E	F
1						
2		Desert Flower Video				
3		2380 Zydeco Place				
4		La Luz, NM 88337				
5						
6						
7						
8		Title#	Title	Quantity	Unit Price	Price
9						$0.00
10						$0.00
11						$0.00
12						$0.00
13						$0.00
14						$0.00
15						$0.00
16						$0.00
17						$0.00
18						$0.00
19					Subtotal	$0.00
20					Tax	$0.00
21					Grand Total	$0.00

Contestant #
Job 1

	A	B	C	D	E	F
1						
2		Desert Flower V				
3		2380 Zydeco Plac				
4		La Luz, NM 8833				
5						
6						
7						
8		Title#	Title	Quantity	Unit Price	Price
9		A111756	Deadwood	2	14.99	=D9*E9
10		C072978	Apocalypto	3	18.99	=D10*E10
11		A111816	Grey's Anatomy	6	12.99	=D11*E11
12		D121884	Bridge to Terabithia	4	14.99	=D12*E12
13		B022622	Casino Royale	2	16.59	=D13*E13
14						
15						
16						
17						
18						
19					Subtotal	=SUM(F9:F17)
20					Tax	=0.0675*F19
21					Grand Total	=F19+F20

Desert Flower Video

2380 Zydeco Place
La Luz, NM 88337
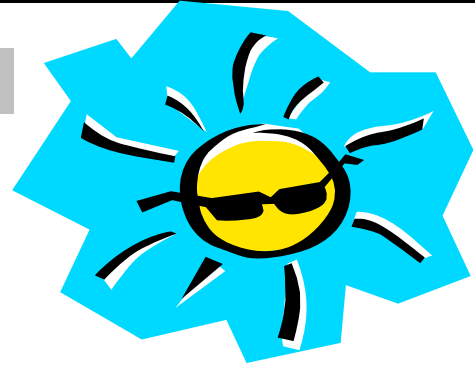
Title#	Title	Quantity	Unit Price	Price
A111756	Deadwood	2	$14.99	$29.98
C072978	Apocalypto	3	$18.99	$56.97
A111816	Grey's Anatomy	6	$12.99	$77.94
D121884	Bridge to Terabithia	4	$14.99	$59.96
B022622	Casino Royale	2	$16.59	$33.18

Subtotal	$258.03
Tax	$17.42
Grand Total	$275.45