

# SPREADSHEET APPLICATIONS & ANALYSIS (05)

## Regional—2007

**Total Points**

\_\_\_\_\_ (359 pts.)

*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

Do **NOT** open test booklet until instructed to do so.

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*Workplace Skills Assessment Program* competition.

## GENERAL INSTRUCTIONS

1. **Put your contestant number and printout number in a footer on each spreadsheet.**  
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.

	<b>Points Possible</b>	<b>Score</b>
<b>Test Averages – Printout #1</b>		
Input data (-1 for each typo)	70	_____
Title On Worksheet – centered over all columns	5	_____
All Averages formatted 1 decimal place (including 3 at the bottom!)All or no points awarded	10	_____
ID numbers centered in column (all or no points awarded)	10	_____
Column headings centered, bolded & vertically aligned at the bottom of the cell (all or no points awarded)	10	_____
Printed Landscape ( all or no points awarded)	5	_____
Column Widths – no truncation	10	_____
Footer with contestant # and Printout 1	10	_____
	<b>130</b>	<b>Subtotal:</b> _____
<b>Formula – Printout #2</b>		
Number of Tests Taken Formula (1 pts. Each)	13	_____
Test Average Formula (1 pts. Each)	13	_____
Number of Papers Formula (2 pts. Each)	6	_____
Class Average Formula (2 pts. Each)	6	_____
Highest Grade Formula (2 pts. Each)	6	_____
Lowest Grade Formula (2 pts. Each)	6	_____
Printed Landscape with formulas (all or none awarded)	15	_____
Column Widths – no truncation	10	_____
Footer with contestant # and Printout 2	10	_____
	<b>85</b>	<b>Subtotal:</b> _____
<b>Additional Tests – Printout #3</b>		
Input data (1 pt. for each additional test added)	24	_____
No. of Tests Taken formula adjusted	15	_____
Test Average formula adjusted	15	_____
No. of Papers formula brought across two new columns	5	_____
Class average formula brought across two new columns	5	_____
Highest grade formula brought across two new columns	5	_____
Lowest grade formula brought across two new columns	5	_____
Printed Landscape	5	_____
Column Widths – no truncation	10	_____
Footer with contest # and Printout 3	10	_____
	<b>99</b>	<b>Subtotal:</b> _____
<b>Posted Spreadsheet – Printout #4</b>		
Name Column hidden (evidenced by missing column letter on printout)	20	_____
Printed with column and row headers showing	10	_____
Printed Landscape	5	_____
Footer with contestant # and Printout 4	10	_____
	<b>45</b>	<b>Subtotal:</b> _____
	<b>359</b>	<b>Total:</b> _____

**JOB 1:**

Dr. Cooper has administered 3 tests to his students. As his student assistant, he wants you to create a spreadsheet that will count the number of tests each student has taken, give them a test average, determine the number of students who have taken each test, the class average on each test, and determine the highest and lowest grade for the class on each test.

- ☞ Design your spreadsheet like the one shown below.
- ☞ Column headings should be centered, bolded and vertically aligned at the bottom of the cell.
- ☞ Column widths should be adjusted so there is no truncation of information.
- ☞ For ease of reading, center the ID# in their column.
- ☞ You must provide the formula to fill in the shaded cells.
- ☞ The title for this spreadsheet should be English 1301 - Fall Semester. Center the title over all columns.
- ☞ Format all averages to one (1) decimal place.


ID #	Student	Test 1	Test 2	Test 3	No. of Tests Taken	Test Average
300	Adamson, M.	78	96	80		
301	Barnes, F.	71	89	80		
302	Costello, A.	67	79	80		
303	Dionesios, A.	88		80		
304	Eckert, S.	90	70	73		
305	Falstaff, S.	76	90	90		
306	Garcia, H.	84	91	76		
311	Goldstein, J.		71			
307	Hamway, R.	87	68	80		
312	Harris, M.		62			
308	Ianelli, J.	98		70		
309	Jae Woo, K.		80	70		
310	Kelly, G.	75	90	93		
No. of Papers						
Class Average						
Highest Grade						
Lowest Grade						

- ☞ **PRINTOUT #1** – Print out your spreadsheet in landscape format.
- ☞ **PRINTOUT #2** – Print out your spreadsheet showing formula in landscape format. There should be no truncation of formula on the printout.

**SPREADSHEET APPLICATIONS & ANALYSIS**


**REGIONAL 2007**


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 Dr. Cooper has administered two more tests. He wants you to update the spreadsheet with new data and adjust formulas.

ID #	Student	Test 4	Test 5
300	Adamson, M.	100	88
301	Barnes, F.	87	78
302	Costello, A.	67	
303	Dionesios, A.	89	98
304	Eckert, S.	98	94
305	Falstaff, S.	45	83
306	Garcia, H.	78	94
311	Goldstein, J.	67	
307	Hamway, R.	93	
312	Harris, M.	81	69
308	Ianelli, J.	78	78
309	Jae Woo, K.		88
310	Kelly, G.	56	87

 **PRINTOUT #3** – Print out the spreadsheet in landscape format.

 Dr. Cooper wants to post grades for his class. Because of confidentiality, he cannot post this spreadsheet with student names. Sort the data by ID #.

 Hide the name column.

 **PRINTOUT #4** – Print out the spreadsheet in landscape format with column and row headings showing.



# SPREADSHEET APPLICATIONS & ANALYSIS (05)

## *KEY*

Regional—2007

**Total Points** \_\_\_\_\_ **(359 pts.)**

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***Graders:***

Please double-check and verify all scores!

Do **NOT** open test booklet until instructed to do so.

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## GENERAL INSTRUCTIONS

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



	<b>Points Possible</b>	<b>Score</b>
<b>Test Averages – Printout #1</b>		
Input data (-1 for each typo)	70	_____
Title On Worksheet – centered over all columns	5	_____
All Averages formatted 1 decimal place (including 3 at the bottom!)All or no points awarded	10	_____
ID numbers centered in column (all or no points awarded)	10	_____
Column headings centered, bolded & vertically aligned at the bottom of the cell (all or no points awarded)	10	_____
Printed Landscape ( all or no points awarded)	5	_____
Column Widths – no truncation	10	_____
Footer with contestant # and Printout 1	10	_____
	<b>130</b>	<b>Subtotal:</b> _____
<b>Formula – Printout #2</b>		
Number of Tests Taken Formula (1 pts. Each)	13	_____
Test Average Formula (1 pts. Each)	13	_____
Number of Papers Formula (2 pts. Each)	6	_____
Class Average Formula (2 pts. Each)	6	_____
Highest Grade Formula (2 pts. Each)	6	_____
Lowest Grade Formula (2 pts. Each)	6	_____
Printed Landscape with formulas (all or none awarded)	15	_____
Column Widths – no truncation	10	_____
Footer with contestant # and Printout 2	10	_____
	<b>85</b>	<b>Subtotal:</b> _____
<b>Additional Tests – Printout #3</b>		
Input data (1 pt. for each additional test added)	24	_____
No. of Tests Taken formula adjusted	15	_____
Test Average formula adjusted	15	_____
No. of Papers formula brought across two new columns	5	_____
Class average formula brought across two new columns	5	_____
Highest grade formula brought across two new columns	5	_____
Lowest grade formula brought across two new columns	5	_____
Printed Landscape	5	_____
Column Widths – no truncation	10	_____
Footer with contest # and Printout 3	10	_____
	<b>99</b>	<b>Subtotal:</b> _____
<b>Posted Spreadsheet – Printout #4</b>		
Name Column hidden (evidenced by missing column letter on printout)	20	_____
Printed with column and row headers showing	10	_____
Printed Landscape	5	_____
Footer with contestant # and Printout 4	10	_____
	<b>45</b>	<b>Subtotal:</b> _____



359 Total:



JOB 1  
 Printout #1

English 1301 - Fall Semester						
ID #	Student	Test 1	Test 2	Test 3	No. of Tests Taken	Test Average
300	Adamson, M.	78	96	80	3	84.7
301	Barnes, F.	71	89	80	3	80.0
302	Costello, A.	67	79	80	3	75.3
303	Dionesios, A.	88		80	2	84.0
304	Eckert, S.	90	70	73	3	77.7
305	Falstaff, S.	76	90	90	3	85.3
306	Garcia, H.	84	91	76	3	83.7
311	Goldstein, J.		71		1	71.0
307	Hamway, R.	87	68	80	3	78.3
312	Harris, M.		62		1	62.0
308	Ianelli, J.	98		70	2	84.0
309	Jae Woo, K.		80	70	2	75.0
310	Kelly, G.	75	90	93	3	86.0
No. of Papers		10	11	11		
Class Average		81.4	80.5	79.3		
Highest Grade		98	96	93		
Lowest Grade		67	62	70		



**JOB 1**  
**Printout #2**

English 1301 - Fall Semester						
ID #	Student	Test 1	Test 2	Test 3	No. of Tests Taken	Test Average
300	Adamson, M.	78	96	80	=COUNT(C4:E4)	=AVERAGE(C4:E4)
301	Barnes, F.	71	89	80	=COUNT(C5:E5)	=AVERAGE(C5:E5)
302	Costello, A.	67	79	80	=COUNT(C6:E6)	=AVERAGE(C6:E6)
303	Dionesios, A.	88		80	=COUNT(C7:E7)	=AVERAGE(C7:E7)
304	Eckert, S.	90	70	73	=COUNT(C8:E8)	=AVERAGE(C8:E8)
305	Falstaff, S.	76	90	90	=COUNT(C9:E9)	=AVERAGE(C9:E9)
306	Garcia, H.	84	91	76	=COUNT(C10:E10)	=AVERAGE(C10:E10)
311	Goldstein, J.		71		=COUNT(C11:E11)	=AVERAGE(C11:E11)
307	Hamway, R.	87	68	80	=COUNT(C12:E12)	=AVERAGE(C12:E12)
312	Harris, M.		62		=COUNT(C13:E13)	=AVERAGE(C13:E13)
308	Ianelli, J.	98		70	=COUNT(C14:E14)	=AVERAGE(C14:E14)
309	Jae Woo, K.		80	70	=COUNT(C15:E15)	=AVERAGE(C15:E15)
310	Kelly, G.	75	90	93	=COUNT(C16:E16)	=AVERAGE(C16:E16)
No. of Papers		=COUNT(C4:C16)	=COUNT(D4:D16)	=COUNT(E4:E16)		
Class Average		=AVERAGE(C4:C16)	=AVERAGE(D4:D16)	=AVERAGE(E4:E16)		
Highest Grade		=MAX(C4:C16)	=MAX(D4:D16)	=MAX(E4:E16)		
Lowest Grade		=MIN(C4:C16)	=MIN(D4:D16)	=MIN(E4:E16)		

**NOTE TO GRADERS**  
 Formula can either be  
 =COUNT or =COUNTA



**JOB 1**  
**Printout #3**

English 1301 - Fall Semester								
ID #	Student	Test 1	Test 2	Test 3	Test 4	Test 5	No. of Tests Taken	Test Average
300	Adamson, M.	78	96	80	100	88	5	88.4
301	Barnes, F.	71	89	80	87	78	5	81.0
302	Costello, A.	67	79	80	67		4	73.3
303	Dionesios, A.	88		80	89	98	4	88.8
304	Eckert, S.	90	70	73	98	94	5	85.0
305	Falstaff, S.	76	90	90	45	83	5	76.8
306	Garcia, H.	84	91	76	78	94	5	84.6
311	Goldstein, J.		71		67		2	69.0
307	Hamway, R.	87	68	80	93		4	82.0
312	Harris, M.		62		81	69	3	70.7
308	Ianelli, J.	98		70	78	78	4	81.0
309	Jae Woo, K.		80	70		88	3	79.3
310	Kelly, G.	75	90	93	56	87	5	80.2
No. of Papers		10	11	11	12	10		
Class Average		81.4	80.5	79.3	78.3	85.7		
Highest Grade		98	96	93	100	98		
Lowest Grade		67	62	70	45	69		
<b>GRADERS YOU ONLY NEED TO CHECK ADDITIONAL TEST DATA AND BE SURE FORMULA WERE ADJUSTED.</b>								



**JOB 1**  
**Printout #4**

	A	C	D	E	F	G	H	I
1	<b>English 1301 - Fall Semester</b>							
2								
3	<b>ID #</b>	<b>Test 1</b>	<b>Test 2</b>	<b>Test 3</b>	<b>Test 4</b>	<b>Test 5</b>	<b>No. of Tests Taken</b>	<b>Test Average</b>
4	300	78	96	80	100	88	5	88.4
5	301	71	89	80	87	78	5	81.0
6	302	67	79	80	67		4	73.3
7	303	88		80	89	98	4	88.8
8	304	90	70	73	98	94	5	85.0
9	305	76	90	90	45	83	5	76.8
10	306	84	91	76	78	94	5	84.6
11	307	87	68	80	93		4	82.0
12	308	98		70	78	78	4	81.0
13	309		80	70		88	3	79.3
14	310	75	90	93	56	87	5	80.2
15	311		71		67		2	69.0
16	312		62		81	69	3	70.7
17								
18	No. of Papers	10	11	11	12	10		
19	Class Average	81.4	80.5	79.3	78.3	85.7		
20	Highest Grade	98	96	93	100	98		
21	Lowest Grade	67	62	70	45	69		

**GRADERS - BE SURE PRINTOUT HAS COLUMN AND ROW HEADERS. BE SURE THE NAME COLUMN WAS HIDDEN AND NOT DELETED. THIS IS EVIDENCED BY A COLUMN HEADING LETTER MISSING.**