

ADVANCED SPREADSHEET APPLICATIONS (235)

REGIONAL – 2020

Production Portion:

Job 1: Create Spreadsheet with Formulas _____ (165 points)

Job 2: Clustered Bar Chart _____ (70 points)

TOTAL POINTS _____ (235 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

Property of Business Professionals of America.
May be reproduced only for use in the Business Professionals of America
Workplace Skills Assessment Program competition.

GENERAL INSTRUCTIONS

1. Make certain this test booklet contains Jobs 1-2.
2. Put your contestant and job number in the right section of the footer on each printout. Your name or initials should *not* appear on any work you submit.
3. If you finish before the end of the testing time, notify the proctor. Time may be a factor in determining a winner when there is a tie.
4. When turning in your contest, the jobs should be arranged in printout order. On Page 3 is the rubric that will be used in scoring your printouts.

Special Instructions

Please use the following procedures for each sheet that you submit:

1. Save early and often. Loss of data, for any reason, is the contestant's responsibility.
2. Check the spelling on all worksheets.
3. Center all worksheets vertically and horizontally to print on *one* page.
4. Print all worksheets in Landscape format.
5. Print each chart on a separate sheet.
6. Key your contestant number and the job number in the right section of a footer on each worksheet and chart.

Scenario

You need to calculate the salespeople's commission for the last 6 months of sales. Use the information below to create your spreadsheet.

Job 1 (Worksheets with answers and formulas)	Points Possible	Points Earned
Contestant # and Job # in right section of footer	10	
11 pt. Calibri font used for data	5	
Format row 1 with heading 3.	5	
Format A3 and A4 as a merge and center	5	
Center align C2 and D2.	5	
Insert text file and name the new worksheet named 2018 Sales Detailed View	15	
Format 2018 Sales Detailed View as a table style light 9	5	
In the summary worksheet, in cells A3-A32 that creates a 3D reference that brings in the salesperson's name. Fill down	15	
In the summary worksheet format the cells B3-B32 with currency with 2 decimal places.	5	
In the summary worksheet create a conditional formatting in cells A3:A32 using the 3 arrows icon, that has the following conditions ➤ Green > 40,000; Yellow > 30,000	30	
In cell C3 create a function that will calculate the 20% commission for those salespeople who have sales \$40,000 or greater. If the sales are less than 40,000 then leave the cell blank. Fill function down.	20	
Format C3:C32 with currency with 2 decimal places.	5	
In cell D3, create a function that will calculate the 10% commission for those salespeople who have sales \$39,999 or less. If the sales are greater than \$39,999 then leave the cell blank. Fill function down.	20	
Format cell D3 with currency with 2 decimal places.	5	
Print Summary and 2018 Sales Detailed View worksheets printed landscape on one page showing answers and formulas centered vertically and horizontally on the page. 2 printouts when done.	15	
Subtotal	165	
Job 2 (Clustered Bar Chart)	Points Possible	Points Earned
Contestant # and Job # in right section of footer	10	
Clustered Bar Chart created from total sales	10	
Printed on full sheet, landscape in black and white	10	
Title size 28 in Calibri new font	10	
Use chart layout #9	5	
Format the series with a fill of yellow color	10	
Format the series labels to automatic text color	10	
Remove the legend from the chart	5	
Subtotal	70	
TOTAL POINTS	235	

JOB 1: Create Spreadsheet with Formulas and format spreadsheet.

1. Enter the following data into an Excel spreadsheet shown below and name the worksheet Summary. Use Calibri size 11 font and landscape orientation.

	A	B	C	D
1	SalesPerson	Total Sales	Bonus Commission	
2			20%	10%
3				
4				
5				
6				
7				
8				
9				
10				

2. Format row 1 with heading 3.
3. Format C1 and D1 as a merge and center.
4. Center align C2 and D2.
5. Insert the text file into a new worksheet and name the new worksheet 2018 Sales Detailed View.
6. Format 2018 Sales Detailed View as a table style light 9.
7. In the Summary worksheet, in cells A3- A32 that creates a 3-D reference that brings in the salesperson's name. Fill down.
8. In the Summary worksheet format cells B3-B32 with currency with 2 decimal places.
9. Create a conditional formatting using the 3 arrows icon that has the following conditions
 - a. Green > 40,000
 - b. Yellow > 30,000
10. In cell C3 create a function that will calculate the 20% commission for those salespeople who have sales \$40,000 or greater. If the sales are less than 40,000 then leave the cell blank. Fill function down.
11. Format the cell C3:C32 as currency with 2 decimal places
12. In cell D3, function that will calculate the 10% commission for those salespeople who have sales \$39,999 or less. If the sales are greater than \$39,999 then leave the cell blank. Fill the function down.
13. Format cell D3:D32 as currency with 2 decimal places.

14. Print a copy of the 2018 Sales Detailed View worksheet vertically and horizontally centered in landscape view to one page.
 15. Print a copy of the Summary worksheet vertically and horizontally centered in landscape view to one page.
 16. Print a copy of the Summary worksheet showing the formulas vertically and horizontally centered in landscape view to one page.
-

JOB 2: Create a Clustered Bar Chart

Create a chart from the spreadsheet you have created in the previous jobs showing the total sales per salesperson. It should be **moved** to its own sheet and the sheet names summary chart. Format the chart to look like the following.

- Title is Calibri font size 28.
- Make sure the chart is in layout #9.
- Remove the legend from the chart.
- Fill the series to yellow color.
- Change the series labels to automatic text color.
- Print out the formatted chart on one full page in black and white.

You should have the following four printouts:

Job 1—formatted worksheet and formulas

Job 2—clustered bar chart



ADVANCED SPREADSHEET APPLICATIONS (235)

REGIONAL – 2020

Production:

Job 1: Create Spreadsheet with Formulas _____ (165 points)

Job 2: Clustered Bar Chart _____ (70 points)

TOTAL POINTS _____ (*235 points*)

Judge/Graders: Please double check and verify all scores and answer keys!

Property of Business Professionals of America.
May be reproduced only for use in the Business Professionals of America
Workplace Skills Assessment Program competition.



GENERAL INSTRUCTIONS

1. Make certain this test booklet contains Jobs 1-2.
2. Put your contestant and job number in the right section of the footer on each printout. Your name or initials should *not* appear on any work you submit.
3. If you finish before the end of the testing time, notify the proctor. Time may be a factor in determining a winner when there is a tie.
4. When turning in your contest, the jobs should be arranged in printout order. On Page 3 is the rubric that will be used in scoring your printouts.

Special Instructions

Please use the following procedures for each sheet that you submit:

1. Save early and often. Loss of data, for any reason, is the contestant's responsibility.
2. Check the spelling on all worksheets.
3. Center all worksheets vertically and horizontally to print on *one* page.
4. Print all worksheets in Landscape format.
5. Print each chart on a separate sheet.
6. Key your contestant number and the job number in the right section of a footer on each worksheet and chart.

Scenario

You need to calculate the salespeople's commission for the last 6 months of sales. Use the information below to create your spreadsheet.



GRADER: points are all or none unless otherwise noted!

Job 1 (Worksheets with answers and formulas)	Points Possible	Points Earned
Contestant # and Job # in right section of footer	10	
11 pt. Calibri font used for data	5	
Format row 1 with heading 3.	5	
Format A3 and A4 as a merge and center	5	
Center align C2 and D2.	5	
Insert text file and name the new worksheet named 2018 Sales Detailed View	15	
Format 2018 Sales Detailed View as a table style light 9	5	
In the summary worksheet, in cells A3-A32 that creates a 3D reference that brings in the salesperson's name. Fill down	15	
In the summary worksheet format the cells B3-B32 with currency with 2 decimal places.	5	
In the summary worksheet create a conditional formatting in cells A3:A32 using the 3 arrows icon, that has the following conditions ➤ Green > 40,000; Yellow > 30,000	30	
In cell C3 create a function that will calculate the 20% commission for those salespeople who have sales \$40,000 or greater. If the sales are less than 40,000 then leave the cell blank. Fill function down.	20	
Format C3:C32 with currency with 2 decimal places.	5	
In cell D3, create a function that will calculate the 10% commission for those salespeople who have sales \$39,999 or less. If the sales are greater than \$39,999 then leave the cell blank. Fill function down.	20	
Format cell D3 with currency with 2 decimal places.	5	
Print Summary and 2018 Sales Detailed View worksheets printed landscape on one page showing answers and formulas centered vertically and horizontally on the page. 2 printouts when done.	15	
Subtotal	165	
Job 2 (Clustered Bar Chart)	Points Possible	Points Earned
Contestant # and Job # in right section of footer	10	
Clustered Bar Chart created from total sales	10	
Printed on full sheet, landscape in black and white	10	
Title size 28 in Calibri new font	10	
Use chart layout #9	5	
Format the series with a fill of yellow color	10	
Format the series labels to automatic text color	10	
Remove the legend from the chart	5	
Subtotal	70	
TOTAL POINTS	235	



JOB 1: Create Spreadsheet with Formulas and format spreadsheet.

1. Enter the following data into an Excel spreadsheet shown below and name the worksheet Summary. Use Calibri size 11 font and landscape orientation.

	A	B	C	D
1	SalesPerson	Total Sales	Bonus Commission	
2			20%	10%
3				
4				
5				
6				
7				
8				
9				
10				

2. Format row 1 with heading 3.
3. Format C1 and D1 as a merge and center.
4. Center align C2 and D2.
5. Insert the text file and name the new worksheet 2018 Sales Detailed View.
6. Format 2018 Sales Detailed View as a table style light 9.
7. In the Summary worksheet, in cells A3- A32 that creates a 3-D function that brings in the salesperson's name. Fill down.
8. In the Summary worksheet format cells B3-B32 with currency with 2 decimal places.
9. Create a conditional formatting using the 3 arrows icon that has the following conditions
 - a. Green > 40,000
 - b. Yellow > 30,000
10. In cell C3 create a function that will calculate the 20% commission for those salespeople who have sales \$40,000 or greater. If the sales are less than 40,000 then leave the cell blank. Fill function down.
11. Format the cell C3:C32 as currency with 2 decimal places
12. In cell D3, function that will calculate the 10% commission for those salespeople who have sales \$39,999 or less. If the sales are greater than \$39,999 then leave the cell blank. Fill the function down.



13. Format cell D3:D32 as currency with 2 decimal places.
 14. Print a copy of the 2018 Sales Detailed View worksheet vertically and horizontally centered in landscape view to one page.
 15. Print a copy of the Summary worksheet vertically and horizontally centered in landscape view to one page.
 16. Print a copy of the Summary worksheet showing the formulas vertically and horizontally centered in landscape view to one page.
-

JOB 2: Create a Clustered Bar Chart

Create a chart from the spreadsheet you have created in the previous jobs showing the total sales per salesperson. It should be **moved** to its own sheet and the sheet names summary chart. Format the chart to look like the following.

- Title is Calibri font size 28.
- Make sure the chart is in layout #9.
- Remove the legend from the chart.
- Fill the series to yellow color.
- Change the series labels to automatic text color.
- Print out the formatted chart on one full page in black and white.

You should have the following four printouts:

Job 1—formatted worksheet and formulas

Job 2—clustered bar chart