

Contestant Number: _____

Time: _____

Rank: _____



FUNDAMENTAL SPREADSHEET APPLICATIONS (230)

REGIONAL 2022

Production:

Job 1: Worksheets with answers and formulas	_____	(170 points)
Job 2: Formatting Worksheet	_____	(90 points)
Job 3: 3-D Pie Chart	_____	(50 points)
TOTAL POINTS	_____	(310 points)

Test Time: 90 minutes

GENERAL GUIDELINES:

Failure to adhere to any of the following rules will result in disqualification:

1. Member must hand in this test booklet and all printouts if any.
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 (handwritten, photocopied, or keyed) are allowed in the testing area.
3. Electronic devices will be monitored according to ACT standards.
4. Put your Member ID and printout number in the **right** section of the footer on each printout unless instructed otherwise. Your name or initials should *not* appear on any work you submit.
5. 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.
6. When turning in your contest, the jobs should be arranged in printout order.

SCENARIO:

You work for Andrew's Furniture Shop and are an assistant in the payroll office. Your boss is attending a department meeting on Thursday, and you need to have a spreadsheet report of the first 3 months of sales by each salesperson. It must also include the commission that the company has paid out for those three months to each of the salespersons.

Job 1 (Worksheets with answers and formulas)	Points Possible	Points Earned
Member ID and Job # in right section of footer	10	
10 pt. Times New Roman font used for data	10	
Landscape orientation with narrow margins	10	
Worksheet printed landscape on one page centered vertically and horizontally	10	
Type in cell A1 Andrew's Furniture Shop	5	
Type in cell A2 Sales Commission Summary	5	
Type in cell C4 place .25	5	
Information shown in picture typed correctly	20	
Insert 5 new rows at A16	5	
Enter the 5 new sales personnel information starting in cell A16	10	
In cell D7, insert a formula that calculates the sales commission in C4 and fill down to D20	10	
Copy and fill this formula to cells F7:F20 and H7:H20.	10	
Place a formula in Cell I8 that calculates the total amount of commission each sales person eared for the three months and fill this formula down to I21	10	
Insert a formula in cell D22 that calculates the average sales commission for the month and copy to cells F22 and H22	10	
Insert a formula in cell D22 that calculates the average sales commission for the month and copy to cells F22 and H22	10	
Insert a formula in cell D24 that calculates the lowest sales commission for the month and copy to cells F24 and H24	10	
Insert a formula in cell D25 that calculates the highest sales commission for the month and copy to cells F25 and H25	10	
Print a copy of the worksheet with gridlines, adjust column widths to make all data visible	5	
Print a copy of the worksheet with gridlines, adjust column widths to make all data visible with the formulas showing	5	
Subtotal	170	

Job 2 (Formatting worksheet)	Points Possible	Points Earned
Member ID and Job # in right section of footer	10	
Merge and center A1 through I1	5	
Merge and center the subtitle A2 through I2	5	
Format both the title and subtitle to a title cell style	10	
Insert the image of the table set on the left of the title and subtitle. Format this image to a height of .77” and width of 1.19”.	5	
Format the image with picture style “drop shadow rectangle”	5	
Format cell C4 to a percentage	5	
Add a border to the bottom of fro A6 to I6	5	
Add a double border style on the right side of cells D6:D20, F6:F20, and H6:H20	15	
Format C7:I20, D22:D25, F22:F25, and H22:H25 as currency with 2 decimal places	10	
Sort the data on Sales Persons last name column in alphabetical order	10	
Print out the formatted spreadsheet	5	
Subtotal	90	

Job 3 (3D Pie Chart)	Points Possible	Points Earned
Member ID and Job # in right section of footer	10	
Select the chart style 8	5	
Title the chart Total Commission Paid in the 1 st Quarter to Salesperson	5	
Title is Arial Black font size 12	10	
No legend shown	5	
Salesperson shows sale as percentage	5	
Pull out the pie section of the sales person with the largest percentage	5	
Print out the formatted chart in black and white	5	
Subtotal	50	
TOTAL POINTS	310	

JOB 1: Create Spreadsheet with Formulas and Functions

1. Set the global options to include the following modifications: Times New Roman, 10pt, Landscape, centered horizontally and vertically, Fit to One Page, and Narrow Margins.
2. Type the information in cells: A1 Andrew’s Furniture Shop, A2 Sales Commission Summary, A4 Rate of Commission, and C4 .25
3. Type the information in the image below and format as shown:

	A	B	C	D	E	F	G	H	I
6	Sales Person First Name	Sales Person Last Name	Sales Amount January	January Commission Paid	Sales Amount February	February Commission Paid	Sales Amount March	March Commissions Paid	Total Pay Per Sales Person
7	Chandra	Ambrust	4900		1600		3461		
8	Barbara	Davidson	4300		1200		5510		
9	William	Finley	2800		1385		3985		
10	Richard	Garrison	4800		2286		4747		
11	Rommell	Grommersch	3850		3138		5810		
12	Donald	Hollinger	5650		4619		6101		
13	Thomas	Pakkala	5200		1818		2983		
14	Rhonda	Strawberry	5000		4387		2286		
15	Carla	Young	5200		3412		1987		
16									
17	Average Commission Paid Per Month								
18	Total Commission Paid Per Month								
19	Lowest Commission Paid Per Month								
20	Highest Commission Paid Per Month								

4. Insert 5 new rows at A16.
5. Enter the following information for the new sales personnel in the new rows:

A	B	C	D	E	F	G
Sandra	Carson	4900		3138		3985
Angela	Ingalls	5000		3412		2286
Luke	Jones	3850		4619		4747
Anthony	Madden	4300		1200		5810
Phillip	Trolliver	5000		1600		6101

6. In cell D7, insert a formula that calculates the sales commission in C4 and fill down to D20.
7. Copy and fill this formula to cells F7:F20 and H7:H20.
8. Inset a formula in cell I7 that calculates total amount of commission each salesperson earned for the three months. Fill this formula down to I20.
9. Insert a formula in cell D22 that calculates the average sales commission for the month and copy to cells F22 and H22.
10. Insert a formula in cell D23 that calculates the total sales commission for the month and copy to cells F23 and H23.
11. Insert a formula in cell D24 that calculates the lowest sales commission for the month and copy to cells F24 and H24.
12. Insert a formula in cell D25 that calculates the highest sales commission for the month and copy to cells F25 and H25.
13. Print a copy of the worksheet with gridlines, adjust column widths to **make all data visible**.
14. Print a copy of the worksheet with gridlines, adjust column widths to make all data visible with the **formulas showing**.

JOB 2: Format the Spreadsheet you created in Job 1 using the following instructions:

1. Merge and center the title A1 through I1.
 2. Merge and center the subtitle A2 through I2.
 3. Format both the title and subtitle to a title cell style.
 4. Insert the image of the table set on the left of the title and subtitle. Format this image to a height of .77” and width of 1.19”.
 5. Format the image with picture style “drop shadow rectangle”.
 6. Format cell C4 to percentage.
 7. Add a border to the bottom of cells A6:I6.
 8. Add a double border style on the right side of cells D6:D20, F6:F20, and H6:H20.
 9. Format C7:I20, D22:D25, F22:F25, and H22:H25 as currency with 2 decimal places.
 10. Sort the data by Sales Persons Last Name column in alphabetical order.
 11. Print out the formatted spreadsheet.
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JOB 3: Create a 3-D Pie Chart

Create a 3-D Pie Chart from the spreadsheet on a new sheet you have created in the previous jobs showing the Total Commissioned paid to each salesperson. Format the chart to look like the following.

- Select the chart style 8
- Title the chart Total Commission Paid in the 1st Quarter to Salesperson
- Title is Arial Black font size 12.
- Make sure there is no legend
- Add a chart element so that each salesperson’s total commission is shown as a Data Callout.
- Pull out the pie section of the sales person with the largest percentage.
- Print out the formatted chart in black and white.

You should have the following four printouts:

Job 1—Unformatted

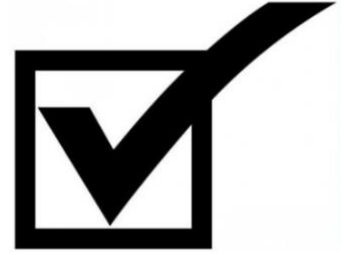
Job 1—Formulas

Job 2—Formatted

Job 3—3-D Pie chart



**BUSINESS
PROFESSIONALS**
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Giving Purpose to Potential



FUNDAMENTAL SPREADSHEET APPLICATIONS

(230)

REGIONAL 2022

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In cell D7, insert a formula that calculates the sales commission in C4 and fill down to D20	10	
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Place a formula in Cell I8 that calculates the total amount of commission each sales person eared for the three months and fill this formula down to I21	10	
Insert a formula in cell D22 that calculates the average sales commission for the month and copy to cells F22 and H22	10	
Insert a formula in cell D22 that calculates the average sales commission for the month and copy to cells F22 and H22	10	
Insert a formula in cell D24 that calculates the lowest sales commission for the month and copy to cells F24 and H24	10	
Insert a formula in cell D25 that calculates the highest sales commission for the month and copy to cells F25 and H25	10	
Print a copy of the worksheet with gridlines, adjust column widths to make all data visible	5	
Print a copy of the worksheet with gridlines, adjust column widths to make all data visible with the formulas showing	5	
Subtotal	170	

Job 2 (Formatting worksheet)	Points Possible	Points Earned
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FUNDAMENTAL SPREADSHEET APPLICATIONS

REGIONAL KEY 2022

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Add a border to the bottom of fro A6 to I6	5	
Add a double border style on the right side of cells D6:D20, F6:F20, and H6:H20	15	
Format C7:I20, D22:D25, F22:F25, and H22:H25 as currency with 2 decimal places	10	
Sort the data on Sales Persons last name column in alphabetical order	10	
Print out the formatted spreadsheet	5	
Subtotal	90	

Job 3 (3D Pie Chart)	Points Possible	Points Earned
Member ID and Job # in right section of footer	10	
Select the chart style 8	5	
Title the chart Total Commission Paid in the 1 st Quarter to Salesperson	5	
Title is Arial Black font size 12	10	
No legend shown	5	
Salesperson shows sale as percentage	5	
Pull out the pie section of the sales person with the largest percentage	5	
Print out the formatted chart in black and white	5	
Subtotal	50	
TOTAL POINTS	310	

FUNDAMENTAL SPREADSHEET APPLICATIONS

REGIONAL KEY 2022

Job 1 – Unformatted

Andrew's Furniture Shop								
Sales Commission Summary								
Rate of Commission		0.25						
Sales Person First Name	Sales Person Last Name	Sales Amount January	January Commission Paid	Sales Amount February	February Commission Paid	Sales Amount March	March Commissions Paid	Total Pay Per Sales Person
Chandra	Ambrust	4900	1225	1600	400	3461	865.25	2490.25
Barbara	Davidson	4300	1075	1200	300	5510	1377.5	2752.5
William	Finley	2800	700	1385	346.25	3985	996.25	2042.5
Richard	Garrison	4800	1200	2286	571.5	4747	1186.75	2958.25
Rommell	Grommersch	3850	962.5	3138	784.5	5810	1452.5	3199.5
Donald	Hollinger	5650	1412.5	4619	1154.75	6101	1525.25	4092.5
Thomas	Pakkala	5200	1300	1818	454.5	2983	745.75	2500.25
Rhonda	Strawberry	5000	1250	4387	1096.75	2286	571.5	2918.25
Carla	Young	5200	1300	3412	853	1987	496.75	2649.75
Sandra	Carson	4900	1225	3138	784.5	3985	996.25	3005.75
Angela	Ingalls	5000	1250	3412	853	2286	571.5	2674.5
Luke	Jones	3850	962.5	4619	1154.75	4747	1186.75	3304
Anthony	Madden	4300	1075	1200	300	5810	1452.5	2827.5
Phillip	Trolliver	5000	1250	1600	400	6101	1525.25	3175.25
Average Commission Paid Per Month			1156.25	675.25		1067.839286		
Total Commission Paid Per Month			16187.5	9453.5		14949.75		
Lowest Commission Paid Per Month			700	300		496.75		
Highest Commission Paid Per Month			1412.5	1154.75		1525.25		

Job 1 – Formulas

Andrew's Furniture Shop								
Sales Commission Summary								
Rate of Commission		0.25						
Sales Person First Name	Sales Person Last Name	Sales Amount January	January Commission Paid	Sales Amount February	February Commission Paid	Sales Amount March	March Commissions Paid	Total Pay Per Sales Person
Chandra	Ambrust	4900	=C7*9C4	1600	=E7*9C4	3461	=G7*9C4	=D7+F7+H7
Barbara	Davidson	4300	=C8*9C4	1200	=E8*9C4	5510	=G8*9C4	=D8+F8+H8
William	Finley	2800	=C9*9C4	1385	=E9*9C4	3985	=G9*9C4	=D9+F9+H9
Richard	Garrison	4800	=C10*9C4	2286	=E10*9C4	4747	=G10*9C4	=D10+F10+H10
Rommell	Grommersch	3850	=C11*9C4	3138	=E11*9C4	5810	=G11*9C4	=D11+F11+H11
Donald	Hollinger	5650	=C12*9C4	4619	=E12*9C4	6101	=G12*9C4	=D12+F12+H12
Thomas	Pakkala	5200	=C13*9C4	1818	=E13*9C4	2983	=G13*9C4	=D13+F13+H13
Rhonda	Strawberry	5000	=C14*9C4	4387	=E14*9C4	2286	=G14*9C4	=D14+F14+H14
Carla	Young	5200	=C15*9C4	3412	=E15*9C4	1987	=G15*9C4	=D15+F15+H15
Sandra	Carson	4900	=C16*9C4	3138	=E16*9C4	3985	=G16*9C4	=D16+F16+H16
Angela	Ingalls	5000	=C17*9C4	3412	=E17*9C4	2286	=G17*9C4	=D17+F17+H17
Luke	Jones	3850	=C18*9C4	4619	=E18*9C4	4747	=G18*9C4	=D18+F18+H18
Anthony	Madden	4300	=C19*9C4	1200	=E19*9C4	5810	=G19*9C4	=D19+F19+H19
Phillip	Trolliver	5000	=C20*9C4	1600	=E20*9C4	6101	=G20*9C4	=D20+F20+H20
Average Commission Paid Per Month			=AVERAGE(D7:D20)	675.25		1067.839286		
Total Commission Paid Per Month			=SUM(D7:D20)	9453.5		14949.75		
Lowest Commission Paid Per Month			=MIN(D7:D20)	300		496.75		
Highest Commission Paid Per Month			=MAX(D7:D20)	1154.75		1525.25		

Job 2 – Formatted



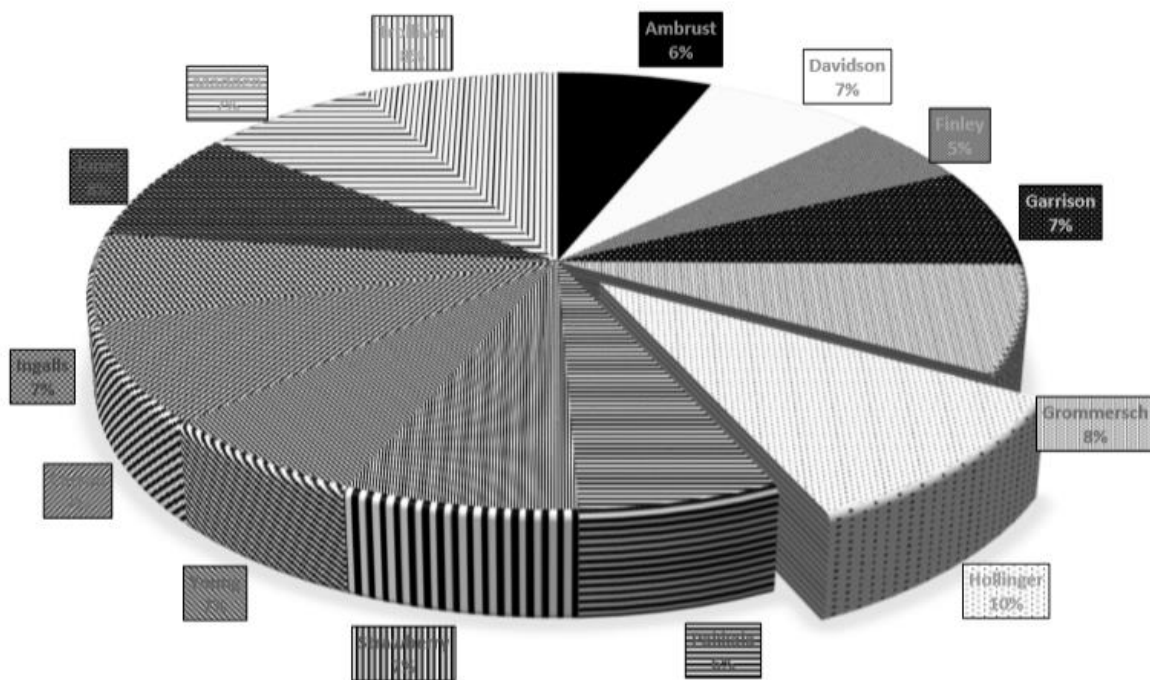
Andrew's Furniture Shop
Sales Commission Summary

Rate of Commission 25%

Sales Person First Name	Sales Person Last Name	Sales Amount January	January Commission Paid	Sales Amount February	February Commission Paid	Sales Amount March	March Commissions Paid	Total Pay Per Sales Person
Chandra	Ambrust	\$4,900.00	\$1,225.00	\$1,600.00	\$400.00	\$3,461.00	\$865.25	\$2,490.25
Barbara	Davidson	\$4,300.00	\$1,075.00	\$1,200.00	\$300.00	\$5,510.00	\$1,377.50	\$2,752.50
William	Finley	\$2,800.00	\$700.00	\$1,385.00	\$346.25	\$3,985.00	\$996.25	\$2,042.50
Richard	Garrison	\$4,800.00	\$1,200.00	\$2,286.00	\$571.50	\$4,747.00	\$1,186.75	\$2,958.25
Rommell	Grommersch	\$3,850.00	\$962.50	\$3,138.00	\$784.50	\$5,810.00	\$1,452.50	\$3,199.50
Donald	Hollinger	\$5,650.00	\$1,412.50	\$4,619.00	\$1,154.75	\$6,101.00	\$1,525.25	\$4,092.50
Thomas	Pakkala	\$5,200.00	\$1,300.00	\$1,818.00	\$454.50	\$2,983.00	\$745.75	\$2,500.25
Rhonda	Strawberry	\$5,000.00	\$1,250.00	\$4,387.00	\$1,096.75	\$2,286.00	\$571.50	\$2,918.25
Carla	Young	\$5,200.00	\$1,300.00	\$3,412.00	\$853.00	\$1,987.00	\$496.75	\$2,649.75
Sandra	Carson	\$4,900.00	\$1,225.00	\$3,138.00	\$784.50	\$3,985.00	\$996.25	\$3,005.75
Angela	Ingalls	\$5,000.00	\$1,250.00	\$3,412.00	\$853.00	\$2,286.00	\$571.50	\$2,674.50
Luke	Jones	\$3,850.00	\$962.50	\$4,619.00	\$1,154.75	\$4,747.00	\$1,186.75	\$3,304.00
Anthony	Madden	\$4,300.00	\$1,075.00	\$1,200.00	\$300.00	\$5,810.00	\$1,452.50	\$2,827.50
Phillip	Trolliver	\$5,000.00	\$1,250.00	\$1,600.00	\$400.00	\$6,101.00	\$1,525.25	\$3,175.25
Average Commission								
Paid Per Month			\$1,156.25		\$675.25		\$1,067.84	
Total Commission								
Paid Per Month			\$16,187.50		\$9,453.50		\$14,949.75	
Lowest Commission								
Paid Per Month			\$700.00		\$300.00		\$496.75	
Highest Commission								
Paid Per Month			\$1,412.50		\$1,154.75		\$1,525.25	

Job 3 – 3-D Pie Chart

TOTAL COMMISSION PAID IN THE 1ST QUARTER TO SALESPERSON



NOTE: Make sure the MEMBER ID and JOB # is present on all.