pages	Contestant Number
	<del></del>

6

Time_	
Donk	

# ADVANCED SPREADSHEET APPLICATIONS (07)

Regional-2012

TOTAL POINTS		(430)
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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

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Workplace Skills Assessment Program regional competition

#### ADVANCED SPREADSHEET APPLICATIONS REGIONAL 2012 PAGE 2 of 6

## **GENERAL INSTRUCTIONS**

- 1. Put your contestant number and printout number in the right section of the header on each printout. Your name or initials should NOT appear on any work you submit. \*\*Additional information will be included in the Printing Section of the test.
- 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 designated printout order.

#### ADVANCED SPREADSHEET APPLICATIONS REGIONAL 2012 PAGE 3 of 6

**TOTAL** 

#### PRINTOUT 1 5 Appropriate header Appropriate footer 10 Landscape Orientation 5 Printed as a workbook in correct order 10 Titles formatted appropriately 10 Subtitles formatted appropriately 10 Table data formatted appropriately on all sheets except Commission 5 Row 19 formatted appropriately on the Retail Price sheet 5 Row 19 formatted appropriately on each branch office sheet 5 15 All dollar amounts formatted appropriately All non-dollar amounts formatted appropriately 15 All percent amounts formatted appropriately 15 Commission Rates area formatted appropriately on the Commission sheet 5 Table data formatted appropriately on the Commission sheet 15 Table data sorted correctly on the Commission sheet 5 Commission conditional format correct 60 Correct chart design 10 Correct chart layout 10 Typos on chart or Commission sheet (0 errors = 40 points, 1 error = 35 points, 2 errors = 30 points, 3 or more errors = 0 points) 40 **TOTAL PRINTOUT 1** 255 **PRINTOUT 2** Printed correct sheets as formulas version 15 Appropriate formula for Retail Price column on Retail Price sheet 40 Appropriate formula for total games sold on branch sheet 20 Appropriate formula for Sales Total column on branch sheet 40 Appropriate formula for overall sales total on branch sheet 20 Appropriate formula for Commission column on Commission sheet. 40 **TOTAL PRINTOUT 2** 175

430

# ADVANCED SPREADSHEET APPLICATIONS REGIONAL 2012 PAGE 4 of 6

PBA Games is a gaming software company that creates and markets exciting and innovative games from all genres. They currently have stores in Chicago, Orlando and Indianapolis. The file provided includes information on their top selling games as well as sales and profit information. Your employees will also be earning commission based on the total sales from their branch office.

Open the student data file provided named 2012 Advanced Spreadsheet Applications Regional - Data and follow all directions below.

### **Printing Guidelines**

- 1. Change all sheets to Landscape.
- 2. In the Header, include your contestant number in the Right section.
- 3. In the Footer
  - > Choose the appropriate option to insert the sheet name in the Left section.
  - In the Right section insert the Page # and the total # of Pages. For example, on printout it should show: Page 2 of 6.
- 4. Print entire workbook.
- 5. Print formulas for the following sheets: Retail Price, Chicago, Commission. \*Make sure that all information is visible and adjust columns as necessary.
- 6. Staple printouts in the following order: workbook and formulas for Retail Price, Chicago, Commission.
- 7. Ensure that your contestant number appears on all printouts as specified.

# ADVANCED SPREADSHEET APPLICATIONS REGIONAL 2012 PAGE 5 of 6

#### **Formulas**

- 1. On the Retail Price sheet, use an absolute cell reference with Cell B19 that will calculate the Retail Price with an eighty-seven percent markup.
- 2. For each branch office, insert a function to calculate the Grand Total number of games sold, each game's Sales Total, and the overall Grand Sales Total.
- 3. Create a new sheet after Indianapolis labeled Commission that will show the following information:

	Α	В	С	D
1	PBA Games			
2	Commission			
3	Employee	Title	Branch	Commission
4	Joseph Berry	Assistant Manager	Chicago	
5	Miroslava Iglesias	Manager	Orlando	
6	Timothy Jolie	Sales Associate	Indianapolis	
7	Lori Washington	Manager	Chicago	
8	Claire Lowe	Assistant Manager	Indianapolis	
9	Priscela Gere	Sales Associate	Chicago	
10	Francisco Hayek	Sales Associate	Orlando	
11	Diana Currington	Manager	Indianapolis	
12	Jeff Aniston	Sales Associate	Chicago	
13	Deana McGraw	Sales Associate	Indianapolis	
14	Sherrell Mathers	Assistant Manager	Orlando	
15	Donna Gibbs	Sales Associate	Orlando	
16				
17				
18	Commission Rates			
19	Manager	15%		
20	Assistant Manager	10%		
21	Sales Associate	5%		

4. On the Commission sheet, use an absolute reference to calculate the Commission for each employee.

# ADVANCED SPREADSHEET APPLICATIONS REGIONAL 2012 PAGE 6 of 6

#### **Formatting**

- 1. For all sheets
  - Merge and Center titles and subtitles across the columns containing data
  - Apply a Cell Style of Heading 1 to the titles and Heading 4 to the subtitles
  - Apply Table Style Medium 2 to all column headings and table data only
- 2. On Retail Price sheet—format Row 19 data as Cell Style Accent1.
- 3. For each branch office sheet—format Row 19 data as Cell Style Total.
- 4. All dollar amounts should be formatted as Currency with a floating dollar sign and two decimals.
- 5. Non-currency numerical data should be formatted as Comma style with no decimals.
- 6. Percent data should be formatted as Percent style with no decimals.
- 7. On Commission sheet
  - Merge and Center A18:B18 and apply Cell Style Heading 3
  - Format column headings as Cell Style Accent1
  - Sort Commission data by title within branch
  - Autofit data for columns
  - Create a conditional format for the Commission field using 5 gray arrows. The cell formats should be based on the following values:
    - û when value is at least \$6,100

    - ⇒ when value is between \$4,100 and \$4,200

#### Charting

- 1. Create a 3-D Clustered Column chart on a separate sheet named Indianapolis Chart representing the Indianapolis Sales total for each game.
  - Select Chart Layout 9.
  - Include an appropriate chart title
  - Remove the Legend.
  - Label axis titles appropriately
- **2.** Put your worksheets in the following order: Retail Price, Chicago, Orlando, Indianapolis, Indianapolis Chart and Commission.



# ADVANCED SPREADSHEET APPLICATIONS (07)

Regional- 2012



Total Points \_\_\_\_\_(430)

## Judges/Graders:

Please double-check and verify all scores!

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### ADVANCED SPREADSHEET APPLICATIONS KEY REGIONAL 2012 PAGE 2 of 2



#### **SCORING**

Graders: Points are all or nothing, unless otherwise noted. If an item is not complete, the contestant gets zero points. Some items are counted partially – specific instructions are given.

PRINTOUT 1 (all 6 sheets in workbook)		
Appropriate header	5	
Appropriate footer	10	
Landscape Orientation	5	
Printed as a workbook in correct order	10	
Titles formatted appropriately	10	
Subtitles formatted appropriately	10	
Table data formatted appropriately on all sheets except Commission	5	
Row 19 formatted appropriately on the Retail Price sheet	5	
Row 19 formatted appropriately on each branch office sheet	5	
All dollar amounts formatted appropriately	15	
All non-dollar amounts formatted appropriately	15	
All percent amounts formatted appropriately	15	
Commission Rates area formatted appropriately on the Commission sheet	5	
Table data formatted appropriately on the Commission sheet	15	
Table data sorted correctly on the Commission sheet	5	
Commission conditional format correct	60	
Correct chart design	10	
Correct chart layout	10	
Typos on chart or Commission sheet (0 errors = 40 points, 1 error = 35 points, 2 errors = 30 points, 3 or more errors = 0 points)	40	
TOTAL PRINTOUT 1	255	
PRINTOUT 0		
PRINTOUT 2 Printed correct sheets as formulas version	15	
	40	
Appropriate formula for Retail Price column on Retail Price sheet		
Appropriate formula for total games sold on branch sheet	20	
Appropriate formula for Sales Total column on branch sheet	40	<del></del>
Appropriate formula for overall sales total on branch sheet	20	<del></del>
Appropriate formula for Commission column on Commission sheet.  TOTAL PRINTOUT 2	40	
TOTAL FRINTOUT 2	175	
TOTAL	430	

Retail Price Per Game				
Game Title	Genre	Cost	Retail Price	
Angel Hat	Role Playing	\$26.78	\$50.08	
Duty Calls	Action	\$14.98	\$28.01	
Magnum - Special Edition	Action	\$45.67	\$85.40	
Ochocinco	Sports	\$15.43	\$28.85	
Legend of Wilma	Fantasy	\$12.43	\$23.24	
Last Fantasy	Fantasy	\$19.86	\$37.14	
GOAL	Sports	\$23.45	\$43.85	
War Force	Role Playing	\$20.87	\$39.03	
WriterWolf	Educational	\$15.63	\$29.23	
Trail Riders	Educational	\$10.34	\$19.34	
Wheel of Winnings	Casual	\$34.98	\$65.41	
Tap Tap Around	Dance	\$26.78	\$50.08	
Jazz Hands	Dance	\$27.99	\$52.34	
RanchTown	Simulation	\$13.56	\$25.36	

Title - Merge & Center A to D, Heading 1 cell style (for all sheets)

Subtitle - Merge & Center A to D, Heading 4 cell style (for all sheets) Header - Right section should include the Contestant #

Table data - Medium 2 table style (for all sheets)

Dollar amounts - Formatted as Currency (floating dollar sign) with two decimal places (for all sheets)

Non-dollar amounts - Formatted as Comma style with no decimal places (for all sheets)

Percent amounts - Formatted as Percent style with no decimal places (for all sheets)

Percent Mark-up 87%

Row 19 - Accent1 cell style

Printed sheet order should be:

Retail Price

Chicago

Orlando

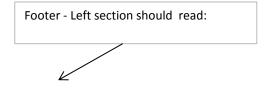
Indianapolis

**Indianapolis Chart** 

Footer - Right section should read:

"Page 1 of 6"

Printed as a workbook (all 6 pages at once)



Retail Price

	Chicago	
Game Title	Quantity Sold	Sales Total
Angel Hat	38	\$1,902.99
Duty Calls	100	\$2,801.26
Magnum - Special Edition	70	\$5,978.20
Ochocinco	85	\$2,452.60
Legend of Wilma	79	\$1,836.28
Last Fantasy	54	\$2,005.46
GOAL	65	\$2,850.35
War Force	102	\$3,980.74
WriterWolf	43	\$1,256.81
Trail Riders	32	\$618.75

Grand Total 965 \$40,412.29 ←

67

92

83

55

\$4,382.64

\$4,607.23

\$4,344.33

\$1,394.65

Header - Right section should include the Contestant #

Row 19 - Total cell style (for all branch office sheets)

Footer - Left section should read: "Chicago"

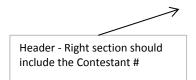
Footer - Right section should read: "Page 2 of 6"

Wheel of Winnings

Tap Tap Around
Jazz Hands

RanchTown

	Orlando	
Game Title	Quantity Sold	Sales Total
Angel Hat	100	\$5,007.86
Duty Calls	87	\$2,437.10
Magnum - Special Edition	92	\$7,857.07
Ochocinco	58	\$1,673.54
Legend of Wilma	37	\$860.03
Last Fantasy	66	\$2,451.12
GOAL	47	\$2,061.02
War Force	72	\$2,809.94
WriterWolf	96	\$2,805.90
Trail Riders	106	\$2,049.59
Wheel of Winnings	73	\$4,775.12
Tap Tap Around	65	\$3,255.11
Jazz Hands	43	\$2,250.68
RanchTown	29	\$735.36
<b>Grand Total</b>	971	\$41,029.43



Footer - Left section should read:
"Orlando"

Footer - Right section should read:
"Page 3 of 6"

Indianapolis				
Game Title	Quantity Sold	Sales Total		
Angel Hat	87	\$4,356.84		
Duty Calls	109	\$3,053.37		
Magnum - Special Edition	88	\$7,515.46		
Ochocinco	65	\$1,875.52		
Legend of Wilma	94	\$2,184.95		
Last Fantasy	48	\$1,782.63		
GOAL	93	\$4,078.19		
War Force	47	\$1,834.26		
WriterWolf	35	\$1,022.98		
Trail Riders	95	\$1,836.90		
Wheel of Winnings	106	\$6,933.74		
Tap Tap Around	39	\$1,953.07		
Jazz Hands	29	\$1,517.90		
RanchTown	75	\$1,901.79		
<b>Grand Total</b>	1,010	\$41,847.59		

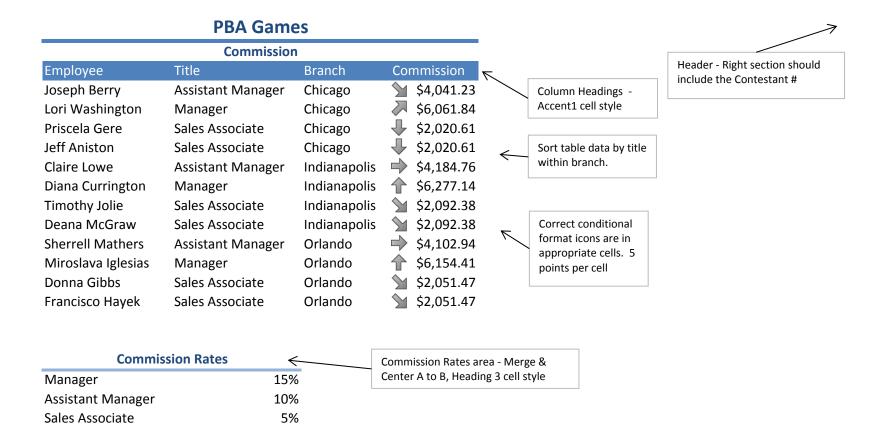
Header - Right section should include the Contestant #

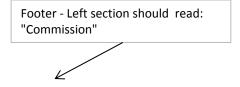
Footer - Left section should read:
"Indianapolis"

Footer - Right section should read:
"Page 4 of 6"

Indianapolis Page 4 of 9

Indianapolis Chart Page 5 of 9





Footer - Right section should read:
"Page 6 of 6"

Retail Price Per Game				
Game Title	Genre	Cost	Retail Price	
Angel Hat	Role Playing	26.78	=(C4*\$B\$19)+C4	
Duty Calls	Action	14.98	=(C5*\$B\$19)+C5	
Magnum - Special Edition	Action	45.67	=(C6*\$B\$19)+C6	
Ochocinco	Sports	15.43	=(C7*\$B\$19)+C7	
Legend of Wilma	Fantasy	12.43	=(C8*\$B\$19)+C8	
Last Fantasy	Fantasy	19.86	=(C9*\$B\$19)+C9	
GOAL	Sports	23.45	=(C10*\$B\$19)+C10	
War Force	Role Playing	20.87	=(C11*\$B\$19)+C11	
WriterWolf	Educational	15.63	=(C12*\$B\$19)+C12	
Trail Riders	Educational	10.34	=(C13*\$B\$19)+C13	
Wheel of Winnings	Casual	34.98	=(C14*\$B\$19)+C14	
Tap Tap Around	Dance	26.78	=(C15*\$B\$19)+C15	
Jazz Hands	Dance	27.99	=(C16*\$B\$19)+C16	
RanchTown	Simulation	13.56	=(C17*\$B\$19)+C17	

Retail Price formula must include absolute cell references to receive credit.

Formula could also be =C4 \* (1+\$B\$19)

Percent Mark-up 0.87

Retail Price Formulas Print Page 7 of 9

	Chicago				
Game Title	Quantity Sold	Sales Total			
Angel Hat	38	=B4*'Retail Price'!D4			
Duty Calls	100	=B5*'Retail Price'!D5			
Magnum - Special Edition	70	=B6*'Retail Price'!D6			
Ochocinco	85	=B7*'Retail Price'!D7			
Legend of Wilma	79	=B8*'Retail Price'!D8			
Last Fantasy	54	=B9*'Retail Price'!D9			
GOAL	65	=B10*'Retail Price'!D10			
War Force	102	=B11*'Retail Price'!D11			
WriterWolf	43	=B12*'Retail Price'!D12			
Trail Riders	32	=B13*'Retail Price'!D13			
Wheel of Winnings	67	=B14*'Retail Price'!D14			
Tap Tap Around	92	=B15*'Retail Price'!D15			
Jazz Hands	83	=B16*'Retail Price'!D16			
RanchTown	55	=B17*'Retail Price'!D17			

Sales Total formula must include sheet reference links to receive credit.

Grand Total =SUM(B4:B17) =SUM(C4:C17)

d and Sales Tot

Quantity Sold and Sales Total Grand tTtal must be SUM function to receive credit.

Chicago Formulas Print Page 8 of 9

		Commission	
Employee	Title	Branch	Commission
Joseph Berry	Assistant Manager	Chicago	=\$B\$20*Commission!B20
Lori Washington	Manager	Chicago	=\$B\$19*Commission!B19
Priscela Gere	Sales Associate	Chicago	=\$B\$21*Commission!B21
Jeff Aniston	Sales Associate	Chicago	=\$B\$21*Commission!B21
Claire Lowe	Assistant Manager	Indianapolis	=\$B\$20*Commission!B20
Diana Currington	Manager	Indianapolis	=\$B\$19*Commission!B19
Timothy Jolie	Sales Associate	Indianapolis	=\$B\$21*Commission!B21
Deana McGraw	Sales Associate	Indianapolis	=\$B\$21*Commission!B21
Sherrell Mathers	Assistant Manager	Orlando	=\$B\$20*Commission!B20
Miroslava Iglesias	Manager	Orlando	=\$B\$19*Commission!B19
Donna Gibbs	Sales Associate	Orlando	=\$B\$21*Commission!B21
Francisco Hayek	Sales Associate	Orlando	=\$B\$21*Commission!B21

Commission formula must include sheet reference links and absolute references to receive credit.

#### **Commission Rates**

Manager	0.15
Assistant Manager	0.1
Sales Associate	0.05

Commission Formulas Print Page 9 of 9