ADVANCED SPREADSHEET APPLICATIONS (07)

REGIONAL 2011

CONTESTANT ID# _____ **START TIME _____** **END TIME _____**

AICPA Financial Services Events Sponsored by the American Institute of Certified Public Accounts

TOTAL POINTS _____ (300)

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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GENERAL INSTRUCTIONS

1. **Put your contestant 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.

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SCORING

	Points Possible	Score
Typos *(0 errors 30 points, 1 error 27 points, 2 errors 21 points, 3 or more errors 0)*	30	
On the Totals sheet, main title Calibri 20 pt. bold font, centered over all columns, with fill.	6	
On the Totals sheet, sub title Times New Roman, 16 pt italic font, centered over all columns and blank row below.	7	
On the Totals sheet, months listed across top, Calibri, 12 pt., bold, and centered. (All or Nothing)	5	
On the Totals sheet, all columns of equal width, no truncation. (All or Nothing)	5	
On the Totals sheet, totals for months and departments are correct (1 pt. each)	16	
On the Totals sheet, departments listed with italics and Total indented.	5	
On the Totals sheet, word “Analysis” is corrected	5	
On First Quarter sheet, main title Calibri 20 pt, bold font, centered over all columns.	6	
On First Quarter sheet, sub title Times New Roman 16 pt, italics font, centered over all columns, with blank row below.	7	
On First Quarter sheet, all columns of equal width, no truncation. (All or Nothing)	10	
On First Quarter sheet, bold and center months and totals.	4	
On First Quarter sheet, department headings and totals bold and italicized.	6	
On First Quarter Sheet, totals for months and departments are correct (1/2 pt. each)	14	
On First Quarter Sheet, word “Analysis” is corrected	5	
Numbers formatted on all sheets to no decimals with comma separators (All or Nothing)	10	
Dollar signs on all sheets found only on first row of amounts and totals. (All or Nothing)	10	
Totals sheet and First Quarter sheet printed with formulae showing (All or Nothing)	25	
On First Quarter sheet, addition formulae used for all totals (1 pt each)	28	
On Totals sheet, addition formulae used for all totals	16	
On Totals sheet, data linked from other charts for the totals chart was imported from other sheets, not typed numbers	25	
Stacked Column Chart Printed	15	
Correct title on chart, Arial 24 pt font bold	10	
Departments listed in legend	10	
Months listed on X-axis	10	
All printouts done as instructed with contestant number on right side of footer and file name and tab name listed in the header (All or Nothing)	10	
TOTALS	**300**	

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Special Instructions

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

- ✓ Save early and often. Loss of data, for any reason, is the student's responsibility.
- ✓ Check the spelling on all worksheets.
- ✓ Put your contestant number in the right section of a footer on each printout. Your name or initials should NOT appear on any work you submit.
- ✓ Center the following information in a header on each printout: the file name and the sheet name. Each item should appear on a separate line in the header.
- ✓ Center each worksheet vertically and horizontally on the page and fit each worksheet on one page. *Print all worksheets in Landscape format.*

Professional Business Associates would like to analyze their department revenue for the past year. They have their revenue listed by quarter and need to complete the quarter worksheets, as well as create an annual total worksheet. Follow the steps below to complete the task:

- Create a file called ***AdvSpreadR11***. Save the file as instructed by your proctor.

- Create tabs for the four quarters in which Professional Business Associates did business in 2010. Name the 1st sheet *First Quarter Revenue*, the 2nd sheet *Second Quarter Revenue*, the 3rd sheet *Third Quarter Revenue*, and the 4th sheet *Fourth Quarter Revenue*. Enter the following (using Arial, font size 10):

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First Quarter Worksheet:

	Jan	Feb	Mar	Totals
HARDWARE REVENUE				
Hard Drives	29595	35850	37525	
Processors	72505	78048	89428	
Video Cards	12995	13585	14598	
CD/DVD Burners	11288	18588	18427	
Keyboards	4502	5912	3992	
Monitors	10295	15808	18398	
Accessories	5882	3288	5839	
Totals				
SOFTWARE REVENUE				
Word Processing	49900	34390	89955	
Spreadsheet	49090	48985	58909	
Database	12944	10909	9458	
Presentation	10909	7897	5787	
E-mail	2908	4898	4789	
Totals				
SERVICES REVENUE				
Systems Anaylsis	4909	4895	9069	
Software Development	9000	8900	9400	
Marketing	4500	4500	5000	
Training Development	6550	9000	6700	
Totals				

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Second Quarter Worksheet:

	Apr	May	Jun	Totals
HARDWARE REVENUE				
Hard Drives	41255	38390	44250	
Processors	92488	81208	93014	
Video Cards	18001	14423	15095	
CD/DVD Burners	16632	12445	13949	
Keyboards	2959	5886	4475	
Monitors	15793	16812	15590	
Accessories	4392	3390	4895	
Totals				
SOFTWARE REVENUE				
Word Processing	48843	23895	19093	
Spreadsheet	48985	67950	47987	
Database	4898	8990	7899	
Presentation	9088	8984	4797	
E-mail	1389	895	4589	
Totals				
SERVICES REVENUE				
Systems Anaylsis	9023	7838	10548	
Software Development	7800	3000	8400	
Marketing	4500	5500	5000	
Training Development	7200	8250	8000	
Totals				

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Third Quarter Worksheet:

	Jul	Aug	Sep	Totals
HARDWARE REVENUE				
Hard Drives	48901	53389	42934	
Processors	93904	69090	90978	
Video Cards	29093	21289	14789	
CD/DVD Burners	18989	12789	17787	
Keyboards	2898	8984	1902	
Monitors	8498	19890	12898	
Accessories	4589	3768	4902	
Totals				
SOFTWARE REVENUE				
Word Processing	38988	23909	29090	
Spreadsheet	49074	59096	69990	
Database	5994	4898	8985	
Presentation	19095	5898	4898	
E-mail	1590	1398	4898	
Totals				
SERVICES REVENUE				
Systems Anaylsis	5898	7898	12900	
Software Development	8900	4700	6800	
Marketing	4000	5550	6000	
Training Development	7500	9500	8500	
Totals				

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Fourth Quarter Worksheet:

	Oct	Nov	Dec	Totals
HARDWARE REVENUE				
Hard Drives	39048	47832	59097	
Processors	94909	89898	92894	
Video Cards	20912	12090	19002	
CD/DVD Burners	19095	12890	21958	
Keyboards	2905	5790	4892	
Monitors	13898	15900	14898	
Accessories	4599	4930	2878	
Totals				
SOFTWARE REVENUE				
Word Processing	58980	38988	39840	
Spreadsheet	48984	58984	58985	
Database	2898	4898	9590	
Presentation	1051	1909	6900	
E-mail	1349	909	3904	
Totals				
SERVICES REVENUE				
Systems Anaylsis	4909	5600	11090	
Software Development	8000	4000	8900	
Marketing	6500	7000	6000	
Training Development	7000	6500	9000	
Totals				

- Resize all columns' widths to autofit contents.
- On each of the four sheets in the workbook calculate the monthly totals and item totals. Also include totals of the total column and row.
- On Row 1 for each sheet merge the cells over columns A-E.
- Enter in the merged cell PROFESSIONAL BUSINESS ASSOCIATES for each sheet. Use Calibri 20 pt. bold font.
- Insert a row below Row1. On Row 2, merge the cells over columns A-E.

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- On the First Quarter Revenue sheet, enter **Report of 1st Quarter Revenue by Department** in row 2. Use Times New Roman 16 pt. italic font. Repeat this for each worksheet, changing the Report to 2nd quarter, 3rd quarter, and 4th quarter.

- Insert a blank row after Row 2.

- Format all cells for the four sheets in range B6:E28 to show commas with no dollar signs, no decimals.

- Format ranges B6:E6, B13:E13, B16:E16, B21:E21, B24:E24, and B28:E28 for each worksheet to have dollar signs, with no decimal.

- Bold and center Column Headings.

- Bold and italicize cells A5, A13, A15, A21, A23, and A28.

- Insert a blank worksheet at the front of the four existing sheets. Name the tab *Revenue Annual Totals*.

- Copy the Title Rows (Rows 1-3) from the First Quarter Revenue sheet to the Revenue Annual Totals sheet. Change the secondary heading to read *2010 Revenue Monthly Totals*. Merge title rows across column N, using the same formatting for the titles of the quarterly sheets.

- Enter *Hardware Revenue* in cell A5, *Software Revenue* in cell A6, *Services Revenue* in cell A7, and *Totals* in cell A8. Italicize the cells. Indent the *Totals.* Resize the column to autofit.

- Enter Jan-Dec months in range B4:M4. Change font to Calibri, 12 pt, bold and center the months. Format column widths to be 10.00.

- Enter *Totals* in Cell N4 with a column width of 15.00

- Link Revenue Totals from each quarter's sheet in the appropriate column on the Annual sheet.

- Bring totals across and down on the *Revenue Annual Totals* sheet.

- Format the range B5:N8 to use commas with no decimals.

- Format the range B5:N5 and B8:N8 to show dollar signs, with no decimals.

- **Print all five sheets, printing the Revenue Annual Totals in landscape using fit to one page.**

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- Show formulas on the *Revenue Annual Totals* sheet and the *First Quarter Revenue* sheet. On both sheets, set column width to 13.

  - **Print the two sheets with formulae showing (fit to one page printout in landscape).**

- Create a stacked column chart of the monthly department revenue with a title of *Monthly Dept Revenue Chart*. Move the chart to a new sheet named Monthly Dept Revenue Chart.

- Be sure the legend has each department designated in the legend.

- Create a title in Arial 24 pt font in red that is centered that reads *Monthly Department Revenue*.

  - **Print the chart.**

CORRECT ORDER FOR TURNING IN PRINTOUTS

Totals Sheet
First Quarter Revenue Sheet
Second Quarter Revenue Sheet
Third Quarter Revenue Sheet
Fourth Quarter Revenue Sheet
Revenue Totals formulae Sheet
First Quarter formulae Sheet
Monthly Dept Revenue Chart

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Workplace Skills Assessment Program regional competition

ADVANCED SPREADSHEET APPLICATIONS & ANALYSIS (07)

Financial Services Events Sponsored by the American Institute of Certified Public Accounts

KEY

Regional—2011

SCORING	Points Possible
Typos *(0 errors 30 points, 1 error 27 points, 2 errors 21 points, 3 or more errors 0)*	30
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On the Totals sheet, months listed across top, Calibri, 12 pt., bold, and centered. (All or Nothing)	5
On the Totals sheet, all columns of equal width, no truncation. (All or Nothing)	5
On the Totals sheet, totals for months and departments are correct (1 pt. each)	16
On the Totals sheet, departments listed with italics and Total indented.	5
On the Totals sheet, word “Analysis” is corrected	5

On First Quarter sheet, main title Calibri 20 pt, bold font, centered over all columns.	6
On First Quarter sheet, sub title Times New Roman 16 pt, italics font, centered over all columns, with blank row below.	7
On First Quarter sheet, all columns of equal width, no truncation. (All or Nothing)	10
On First Quarter sheet, bold and center months and totals.	4
On First Quarter sheet, department headings and totals bold and italicized.	6
On First Quarter Sheet, totals for months and departments are correct (1/2 pt. each)	14
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Totals sheet and First Quarter sheet printed with formulae showing (All or Nothing)	25
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TOTALS	**300**

PROFESSIONAL BUSINESS ASSOCIATES

2010 Revenue Monthly Totals

	Jan	Feb	Mar	Apr	May	Jun
Hardware Revenue	='First Quarter Revenue'!B13	='First Quarter Revenue'!C13	='First Quarter Revenue'!D13	='Second Quarter Revenue'!B13	='Second Quarter Revenue'!C13	='Second Quarter Revenue'!D13
Software Revenue	='First Quarter Revenue'!B21	='First Quarter Revenue'!C21	='First Quarter Revenue'!D21	='Second Quarter Revenue'!B21	='Second Quarter Revenue'!C21	='Second Quarter Revenue'!D21
Services Revenue	='First Quarter Revenue'!B28	='First Quarter Revenue'!C28	='First Quarter Revenue'!D28	='Second Quarter Revenue'!B28	='Second Quarter Revenue'!C28	='Second Quarter Revenue'!D28
Totals	=SUM(B6:B8)	=SUM(C6:C8)	=SUM(D6:D8)	=SUM(E6:E8)	=SUM(F5:F7)	=SUM(G5:G7)

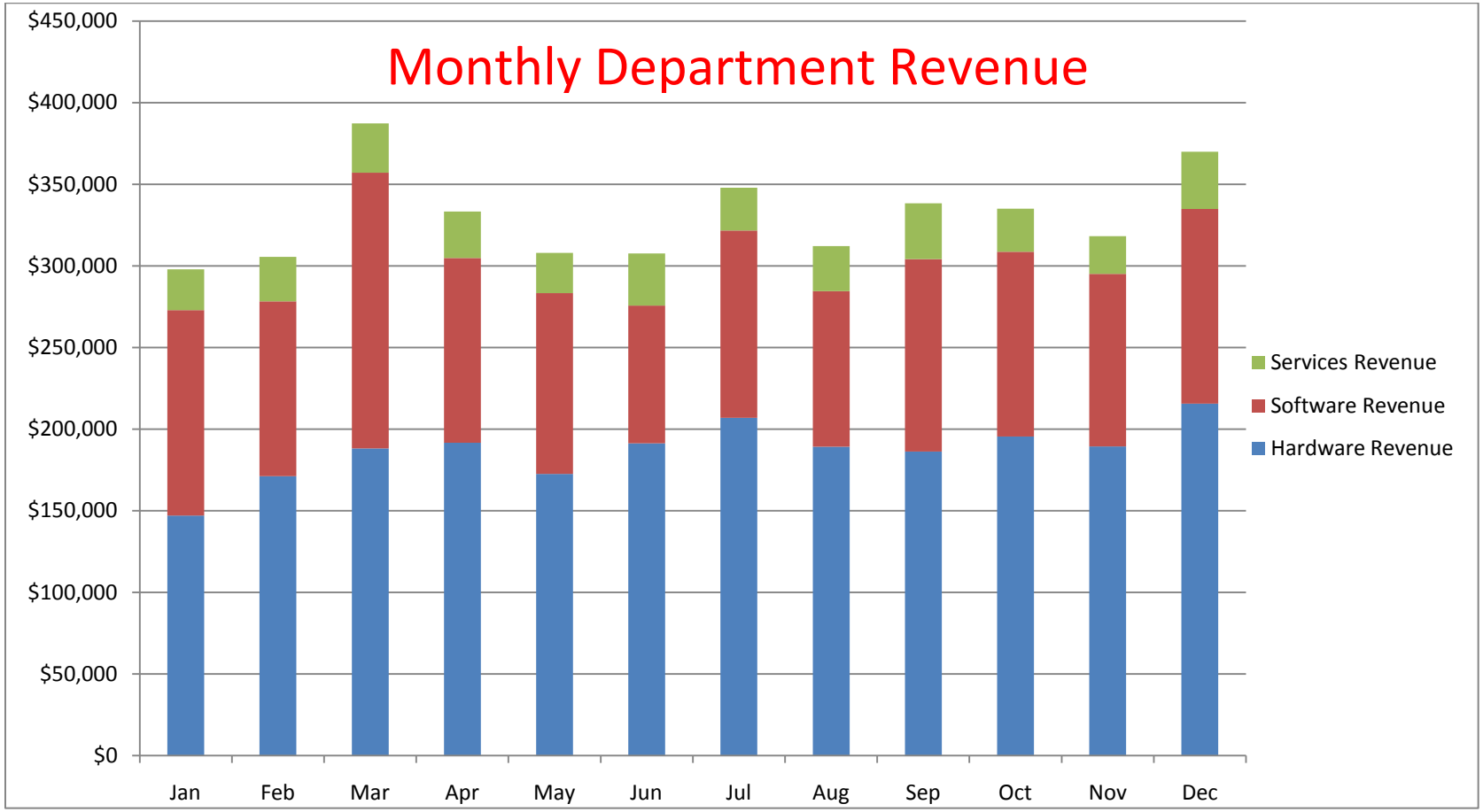
Jul	Aug	Sep	Oct	Nov	Dec	Totals
='Third Quarter Revenue'!B13	='Third Quarter Revenue'!C13	='Third Quarter Revenue'!D13	='Fourth Quarter Revenue'!B13	='Fourth Quarter Revenue'!C13	='Fourth Quarter Revenue'!D13	=SUM(B5:M5)
='Third Quarter Revenue'!B21	='Third Quarter Revenue'!C21	='Third Quarter Revenue'!D21	='Fourth Quarter Revenue'!B21	='Fourth Quarter Revenue'!C21	='Fourth Quarter Revenue'!D21	=SUM(B6:M6)
='Third Quarter Revenue'!B28	='Third Quarter Revenue'!C28	='Third Quarter Revenue'!D28	='Fourth Quarter Revenue'!B28	='Fourth Quarter Revenue'!C28	='Fourth Quarter Revenue'!D28	=SUM(B7:M7)
=SUM(H5:H7)	=SUM(I5:I7)	=SUM(J5:J7)	=SUM(K5:K7)	=SUM(L5:L7)	=SUM(M5:M7)	=SUM(N5:N7)
Totals	=SUM(B24:B27)	=SUM(C24:C27)	=SUM(D24:D27)	=SUM(E24:E27)	***Totals***	=SUM(B24:B27)

PROFESSIONAL BUSINESS ASSOCIATES

2010 Revenue Monthly Totals

	Jan	Feb	Mar	Apr	May	Jun
Hardware Revenue	='First Quarter Revenue'!B13	='First Quarter Revenue'!C13	='First Quarter Revenue'!D13	='Second Quarter Revenue'!B13	='Second Quarter Revenue'!C13	='Second Quarter Revenue'!D13
Software Revenue	='First Quarter Revenue'!B21	='First Quarter Revenue'!C21	='First Quarter Revenue'!D21	='Second Quarter Revenue'!B21	='Second Quarter Revenue'!C21	='Second Quarter Revenue'!D21
Services Revenue	='First Quarter Revenue'!B28	='First Quarter Revenue'!C28	='First Quarter Revenue'!D28	='Second Quarter Revenue'!B28	='Second Quarter Revenue'!C28	='Second Quarter Revenue'!D28
Totals	=SUM(B6:B8)	=SUM(C6:C8)	=SUM(D6:D8)	=SUM(E6:E8)	=SUM(F6:F8)	=SUM(G6:G8)

Jul	Aug	Sep	Oct	Nov	Dec	Totals
='Third Quarter Revenue'!B13	='Third Quarter Revenue'!C13	='Third Quarter Revenue'!D13	='Fourth Quarter Revenue'!B13	='Fourth Quarter Revenue'!C13	='Fourth Quarter Revenue'!D13	=SUM(B5:M5)
='Third Quarter Revenue'!B21	='Third Quarter Revenue'!C21	='Third Quarter Revenue'!D21	='Fourth Quarter Revenue'!B21	='Fourth Quarter Revenue'!C21	='Fourth Quarter Revenue'!D21	=SUM(B6:M6)
='Third Quarter Revenue'!B28	='Third Quarter Revenue'!C28	='Third Quarter Revenue'!D28	='Fourth Quarter Revenue'!B28	='Fourth Quarter Revenue'!C28	='Fourth Quarter Revenue'!D28	=SUM(B7:M7)
=SUM(H6:H8)	=SUM(I6:I8)	=SUM(J6:J8)	=SUM(K6:K8)	=SUM(L6:L8)	=SUM(M6:M8)	=SUM(N6:N8)


Monthly Department Revenue
$450,000
$400,000
$350,000
$300,000
$250,000
$200,000
$150,000
$100,000
$50,000
$0
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
Services Revenue
Software Revenue
Hardware Revenue

PROFESSIONAL BUSINESS ASSOCIATES

Report of 1st Quarter Revenue by Department

	Jan	Feb	Mar	Totals
HARDWARE REVENUE				
Hard Drives	$29,595	$35,850	$37,525	$102,970
Processors	72,505	78,048	89,428	239,981
Video Cards	12,995	13,585	14,598	41,178
CD/DVD Burners	11,288	18,588	18,427	48,303
Keyboards	4,502	5,912	3,992	14,406
Monitors	10,295	15,808	18,398	44,501
Accessories	5,882	3,288	5,839	15,009
Totals	$147,062	$171,079	$188,207	$506,348
SOFTWARE REVENUE				
Word Processing	$49,900	$34,390	$89,955	$174,245
Spreadsheet	49,090	48,985	58,909	156,984
Database	12,944	10,909	9,458	33,311
Presentation	10,909	7,897	5,787	24,593
E-mail	2,908	4,898	4,789	12,595
Totals	$125,751	$107,079	$168,898	$401,728
SERVICES REVENUE				
Systems Analysis	$4,909	$4,895	$9,069	$18,873
Software Development	9,000	8,900	9,400	27,300
Marketing	4,500	4,500	5,000	14,000
Training Development	6,550	9,000	6,700	22,250
Totals	$24,959	$27,295	$30,169	$82,423

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Report of 2nd Quarter Revenue by Department

	Apr	May	Jun	Totals
HARDWARE REVENUE				
Hard Drives	$41,255	$38,390	$44,250	$123,895
Processors	92,488	81,208	93,014	266,710
Video Cards	18,001	14,423	15,095	47,519
CD/DVD Burners	16,632	12,445	13,949	43,026
Keyboards	2,959	5,886	4,475	13,320
Monitors	15,793	16,812	15,590	48,195
Accessories	4,392	3,390	4,895	12,677
Totals	$191,520	$172,554	$191,268	$555,342
SOFTWARE REVENUE				
Word Processing	$48,843	$23,895	$19,093	$91,831
Spreadsheet	48,985	67,950	47,987	164,922
Database	4,898	8,990	7,899	21,787
Presentation	9,088	8,984	4,797	22,869
E-mail	1,389	895	4,589	6,873
Totals	$113,203	$110,714	$84,365	$308,282
SERVICES REVENUE				
Systems Analysis	$9,023	$7,838	$10,548	$27,409
Software Development	7,800	3,000	8,400	19,200
Marketing	4,500	5,500	5,000	15,000
Training Development	7,200	8,250	8,000	23,450
Totals	$28,523	$24,588	$31,948	$85,059

PROFESSIONAL BUSINESS ASSOCIATES

Report of 3rd Quarter Revenue by Department

	Jul	Aug	Sep	Totals
HARDWARE REVENUE				
Hard Drives	$48,901	$53,389	$42,934	$145,224
Processors	93,904	69,090	90,978	253,972
Video Cards	29,093	21,289	14,789	65,171
CD/DVD Burners	18,989	12,789	17,787	49,565
Keyboards	2,898	8,984	1,902	13,784
Monitors	8,498	19,890	12,898	41,286
Accessories	4,589	3,768	4,902	13,259
Totals	$206,872	$189,199	$186,190	$582,261
SOFTWARE REVENUE				
Word Processing	$38,988	$23,909	$29,090	$91,987
Spreadsheet	49,074	59,096	69,990	178,160
Database	5,994	4,898	8,985	19,877
Presentation	19,095	5,898	4,898	29,891
E-mail	1,590	1,398	4,898	7,886
Totals	$114,741	$95,199	$117,861	$327,801
SERVICES REVENUE				
Systems Analysis	$5,898	$7,898	$12,900	$26,696
Software Development	8,900	4,700	6,800	20,400
Marketing	4,000	5,550	6,000	15,550
Training Development	7,500	9,500	8,500	25,500
Totals	$26,298	$27,648	$34,200	$88,146

PROFESSIONAL BUSINESS ASSOCIATES

Report of 4th Quarter Revenue by Department

	Oct	Nov	Dec	Totals
HARDWARE REVENUE				
Hard Drives	$39,048	$47,832	$59,097	$145,977
Processors	94,909	89,898	92,894	277,701
Video Cards	20,912	12,090	19,002	52,004
CD/DVD Burners	19,095	12,890	21,958	53,943
Keyboards	2,905	5,790	4,892	13,587
Monitors	13,898	15,900	14,898	44,696
Accessories	4,599	4,930	2,878	12,407
Totals	$195,366	$189,330	$215,619	$600,315
SOFTWARE REVENUE				
Word Processing	$58,980	$38,988	$39,840	$137,808
Spreadsheet	48,984	58,984	58,985	166,953
Database	2,898	4,898	9,590	17,386
Presentation	1,051	1,909	6,900	9,860
E-mail	1,349	909	3,904	6,162
Totals	$113,262	$105,688	$119,219	$338,169
SERVICES REVENUE				
Systems Analysis	$4,909	$5,600	$11,090	$21,599
Software Development	8,000	4,000	8,900	20,900
Marketing	6,500	7,000	6,000	19,500
Training Development	7,000	6,500	9,000	22,500
Totals	$26,409	$23,100	$34,990	$84,499