

ADVANCED SPREADSHEET APPLICATIONS (07)

Sponsored by the American Institute for Certified Public Accountants.



Regional– 2010

TOTAL POINTS _____ (715)

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.

GENERAL INSTRUCTIONS

1. **Put your contestant number and printout number in the right section of the 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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PRINTOUT 1

Contestant # in the right section of the footer	5	_____
Landscape orientation	5	_____
Arial, 11 point font	5	_____
Title in Comic Sans, 14 points, centered, and bolded	10	_____
Blank space between title and column headings	5	_____
Columns wide enough to show all information (5 pts. each)	40	_____
Column headings centered, underlined (5 points each)	80	_____
Columns B, C, D, F, H in wrap text	25	_____
Gridlines visible	5	_____
Data centered in Columns C, E (5 points each)	10	_____
Sort alphabetically by bank name	5	_____
Typos (0 errors 40 points, 1 error 36 points, 2 errors 28 points, 3 or more errors 0 points)	40	_____
TOTAL PRINTOUT 1	235	_____

PRINTOUT 2

Contents of all columns visible (5 points each)	40	_____
Data in Column H centered	5	_____
Answers in Column D, F, G are correct (5 points each)	135	_____
Label "Highest Savings Earnings" in A14	5	_____
Label "Highest CD Earnings" in A15	5	_____
Answer in D14 correct	5	_____
Answer in H15 correct	5	_____
TOTAL PRINTOUT 2	200	_____

PRINTOUT 3

"Shay's Fund" is chart title	5	_____
Column chart used	10	_____
Legend to right	10	_____
All X axis information viewable	10	_____
Chart on separate sheet	5	_____
Contestant # in the right section of the footer	10	_____
TOTAL PRINTOUT 3	50	_____

PRINTOUT 4

All formulas visible in cells (5 points each)	25	_____
=Max used for D14	10	_____
=Max used for H15	10	_____
=FV used for Column D calculation (10 points each)	90	_____
=SUM or =(E*F) used for Column G (5 points each)	45	_____
=Sum or =(F+G) for Column H (5 points each)	45	_____
Data fits on one page	5	_____
TOTAL PRINTOUT 4	230	_____
TOTAL	715	_____

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Your cousin Shay wants to add equipment to the city park for use by special needs children such as her younger brother and sister. She would like to begin making regular deposits into a savings account or to purchase a one-year CD. She has gathered information from local banks but needs your help organizing the information into a spreadsheet to determine which one will get her to her goal more quickly. She wants to determine how much can be earned in a 12 month period.

Job 1

- Change the font to Arial, 11 points
- Change orientation to landscape
- Create the spreadsheet below leaving a blank row before adding the column headings
- Name the spreadsheet “Shay’s Fund”; change the title font to Comic Sans, 14 points, and bold
- Center the title across the spreadsheet
- Center and underline the column headings; use wrap text
- Center the data in Columns C and E
- Sort the spreadsheet according to the bank name in alphabetical order
- **Print the spreadsheet with gridlines and column and row headings showing—PRINTOUT 1**

	A	B	C	D	E	F	G	H
1	Shay's Fund							
2	Bank	Deposit Amount	Savings Rate	Savings Earnings	CD Rate	Minimum CD Deposit	CD Earnings	Total CD Earnings
3	Travian	\$625.00	1.98%		2.57%	\$2,500.00		
4	Delton	\$625.00	1.49%		2.23%	\$2,500.00		
5	Manna	\$625.00	1.68%		2.10%	\$2,500.00		
6	Beltway	\$625.00	1.19%		1.98%	\$2,500.00		
7	Season	\$625.00	0.49%		1.70%	\$2,500.00		
8	Arness	\$625.00	0.30%		1.90%	\$2,500.00		
9	Harris	\$625.00	1.04%		1.78%	\$2,500.00		
10	Coronado	\$625.00	0.78%		1.50%	\$2,500.00		
11	Davis	\$625.00	0.39%		1.33%	\$2,500.00		

Job 2

- In Column D, using quarterly compounding, calculate the “Savings Earnings” at each of the banks (hint: use future value function)
- In Column G, calculate the “CD Earnings “
- In Column H, calculate the “Total CD Earnings”
- In A14, enter the label “Highest Savings Earnings”
- In D14, calculate the highest “Savings Earnings”
- IN A15, enter the label “Highest CD Earnings”
- In H15, calculate the highest “Total CD Earnings”
- **Print the spreadsheet-PRINTOUT 2**

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Job 3

- Create a column chart of Columns A, D, H
- Use the same title for the chart as the spreadsheet
- Use a legend placed to the right
- Place on a new sheet
- Enter your contestant number in right section of the footer
- **Print the spreadsheet—PRINTOUT 3**

Job 4

- Reveal formulas
- Autofit columns to their contents and make sure spreadsheet fits on one page
- **Print the spreadsheet—PRINTOUT 4**



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KEY

Total Points _____(715)

Judges/Graders:

Please double-check and verify all scores!

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SCORING

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

Count off for typos only on the first printout.

	Points Possible	
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PRINTOUT 2		
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TOTAL	715	_____

