FUNDAMENTAL SPREADSHEET APPLICATIONS (06)

Regional– 2009

TOTAL POINTS _____ **(430)**

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

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.

	Points Possible	
PRINTOUT 1		
Contestant # in correct location	10	_____
Orientation correct (5 points each)	10	_____
Set-up correct (5 points each)	10	_____
Title correctly formatted (5 points each)	25	_____
Subtitle correctly formatted (5 points each)	25	_____
Columns width correct (5 points each)	25	_____
Cells A1-E3 has fill	10	_____
Cells A20-E20 fill	10	_____
Correct graphic in correct location (10 points each)	20	_____
Column headings formatted correctly (25 points per column heading)	125	_____
Correct column headings for Columns C and E (5 points each)	10	_____
Data in Columns C and E correctly formatted (10 points each)	20	_____
Data in Columns B and D correctly formatted (10 points each)	20	_____
Correct answers in Column C	10	_____
Correct answers in Column E	10	_____
"Total Texas Visitors" in A19	5	_____
Correct amounts in B19 and D19 (10 points each)	20	_____
Typos (2 points each)	40	
TOTAL PRINTOUT 1	380	_____
PRINTOUT 2		
Columns width correct (5 points each)	10	_____
Formula in Column C is correct throughout	10	_____
Formula in Column E is correct throughout	10	_____
Formulas in B19 and D19 are correct (10 points each)	20	_____
TOTAL PRINTOUT 2	50	_____
TOTAL	430	_____

Job 1:
As a volunteer for the Texas Parks and Wildlife Department, you have been assigned to the parks department office. Because of your technical skills, you are assigned the duty of creating a spreadsheet that will compare the number of visitors to the national parks located in Texas each month. January 2009 figures will be available soon so begin by creating a comparison of January 2007 and 2008.   The information for each national park located in Texas is below.

PARK NAME	JANUARY 2007 VISITORS	JANUARY 2008 VISITORS
Alibates Flint Quarries	21	54
Amistad	191,485	82,621
Big Bend	23,310	23,356
Big Thicket	4,871	4,972
Chamizal	5,559	4,820
Fort Davis	1,604	1,740
Guadalupe Mnts.	7,222	8,599
Lake Meredith	28,227	40,443
Lyndon B. Johnson	3,757	4,443
Padre Island	29,500	18,113
Palo Alto Battlefield	1,863	2,894
Rio Grande Wild and Scenic River	12	25
San Antonio Missions	61,701	89,334

After creating a spreadsheet of the information above, insert and format the title and subtitle. Use the title "NATIONAL PARK SYSTEM COMPARISON" in cell A1 and the subtitle "STATE OF TEXAS" in B1; both should be displayed in all caps. Center both the title and subtitle across cells A to D. Bold each and use Bodoni MT Black font of 10 points. Fill in cells A1 through E3 with 20% shaded gray.

Locate an appropriate graphic in clipart and resize the graphic to fit into Cells E1-E3.

Complete the following instructions:
- After Column B, insert a column with the heading "COMPARE TO TEXAS TOTAL"
- After the column with the heading "January 2008 Visitors", place a column heading "COMPARE TO TEXAS TOTAL"
- Adjust column A width to 33 and columns B to E to 14.
- Format the column headings:
    - wrap text
    - bold
    - center
- In A19, insert the label "Texas Total Visitors"
- Using a formula, calculate the total visitors for January 2007 in B19 and the total for January 2008 in D19
    - format as number with commas and no decimal places
- Using a formula, calculate the percentage of visitors to each park for January 2007 in Column C compared to the Texas Total (hint: use absolute cell reference)
    - format the numbers as percentages with two decimal places
- Using a formula, calculate the percentage of visitors to each park for January 2008 in Column E compared to the Texas Total (hint: use absolute cell reference)
    - format the numbers as percentages with two decimal places

- Insert a 20% gray shade fill in the row A20 to E20
- Set the page orientation to landscape, fit to one page
- Show gridlines and row/column headings
- **Print the spreadsheet landscape(PRINTOUT 1)**
- Reveal the formulas
- **Print the spreadsheet landscape(PRINTOUT 2)**

TURN IN ALL PRINTOUTS IN ORDER OF PRINTING

FUNDAMENTAL SPREADSHEET APPLICATIONS (06)

KEY

Regional—2009

Total Points _____(430)

Judges/Graders:

Please double-check and verify all scores!

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.

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.

	Points Possible	
PRINTOUT 1		
Contestant # on right side of footer	10	_____
Landscape orientation, fit to one page (5 points each)	10	_____
Grid lines and row/column headings visible (5 points each)	10	_____
Title centered, bolded, all caps, Bodoni MT Black, 10 points (5 points each)	25	_____
Subtitle centered, bolded, all caps, Bodoni MT Black, 10 points (5 points each)	25	_____
Columns widened to show all information in cells (5 points each)	25	_____
Cells A1-E3 has sea green fill	10	_____
Cells A20-E20 has sea green fill	10	_____
Correct graphic in D1-D3 (10 points each)	20	_____
Column headings in all caps (5 points each)	25	
Column headings centered (5 points each)	25	_____
Column headings bolded (5 points each)	25	_____
Column headings in wrap text (5 points each)	25	_____
"Compare to Texas Total" as column headings for Columns C and E (5 points each)	10	_____
Data in Columns C and E formatted as % with 2 decimals (10 points each)	20	_____
Data in Columns B and D formatted as numbers, no decimals (10 points each	20	_____
Correct answers in Column C	10	_____
Correct answers in Column E	10	_____
"Total Texas Visitors" in A19	5	_____
Correct amounts in B19 and D19 (10 points each)	20	_____
Typos (2 points each)	40	
TOTAL PRINTOUT 1	380	_____
Columns widened to show formulas (5 points each)	10	_____
Formula in Column C is "=SUM(B5/$B$19)" throughout	10	_____
Formula in Column E is "=SUM(D5/$D$19)" throughout	10	_____
Formulas in B19 is =SUM(B5:B17); D19 is =SUM(D5:D17) (10 points each)	20	_____
TOTAL PRINTOUT 2	50	_____
TOTAL	430	_____

PRINTOUT 1

NATIONAL PARK SERVICE
STATE OF TEXAS

PARK NAME	JANUARY 2007 VISITORS	COMPARE TO TEXAS TOTAL	JANUARY 2008 VISITORS	COMPARE TO TEXAS TOTAL
Alibates Flint Quarries	21	0.01%	54	0.02%
Amistad	191,485	53.32%	82,621	29.36%
Big Bend	23,310	6.49%	23,356	8.30%
Big Thicket	4,871	1.36%	4,972	1.77%
Chamizal	5,559	1.55%	4,820	1.71%
Fort Davis	1,604	0.45%	1,740	0.62%
Guadalupe Mtns.	7,222	2.01%	8,599	3.06%
Lake Meredith	28,227	7.86%	40,443	14.37%
Lyndon B. Johnson	3,757	1.05%	4,443	1.58%
Padre Island	29,500	8.21%	18,113	6.44%
Palo Alto Battlefield	1,863	0.52%	2,894	1.03%
Rio Grande Wild and Scenic River	12	0.00%	25	0.01%
San Antonio Missions	61,701	17.18%	89,334	31.74%
Texas Total Visitors	359,132		281,414	

PRINTOUT 2
(GRADE FORMULAS ONLY)

NATIONAL PARK SERVICE
STATE OF TEXAS

PARK NAME	JANUARY 2007 VISITORS	COMPARE TO TEXAS TOTAL	JANUARY 2008 VISITORS	COMPARE TO TEXAS TOTAL
Alibates Flint Quarries	21	=(B28/$B$19)	54	=(D28/$D$19)
Amistad	191485	=(B29/$B$19)	82621	=(D29/$D$19)
Big Bend	23310	=(B30/$B$19)	23356	=(D30/$D$19)
Big Thicket	4871	=(B31/$B$19)	4972	=(D31/$D$19)
Chamizal	5559	=(B32/$B$19)	4820	=(D32/$D$19)
Fort Davis	1604	=(B33/$B$19)	1740	=(D33/$D$19)
Guadalupe Mnts.	7222	=(B34/$B$19)	8599	=(D34/$D$19)
Lake Meredith	28227	=(B35/$B$19)	40443	=(D35/$D$19)
Lyndon B. Johnson	3757	=(B36/$B$19)	4443	=(D36/$D$19)
Padre Island	29500	=(B37/$B$19)	18113	=(D37/$D$19)
Palo Alto Battlefield	1863	=(B38/$B$19)	2894	=(D38/$D$19)
Rio Grande Wild and Scenic River	12	=(B39/$B$19)	25	=(D39/$D$19)
San Antonio Missions	61701	=(B40/$B$19)	89334	=(D40/$D$19)
Texas Total Visitors	=SUM(B28:B41)		=SUM(D28:D41)	

PARK NAME	JANUARY 2007 VISITORS	JANUARY 2008 VISITORS
Alibates Flint Quarries	21	54
Amistad	191,485	82,621
Big Bend	23,310	23,356
Big Thicket	4,871	4,972
Chamizal	5,559	4,820
Fort Davis	1,604	1,740
Guadalupe Mnts.	7,222	8,599
Lake Meredith	28,227	40,443
Lyndon B. Johnson	3,757	4,443
Padre Island	29,500	18,113
Palo Alto Battlefield	1,863	2,894
Rio Grande Wild and Scenic River	12	25
San Antonio Missions	61,701	89,334

	A	B	C	D	E
1	**NATIONAL PARK SERVICE**				
2	**STATE OF TEXAS**				
3					
4	**PARK NAME**	**JANUARY 2007 VISITORS**	**COMPARE TO TEXAS TOTAL**	**JANUARY 2008 VISITORS**	**COMPARE TO TEXAS TOTAL**
5	Alibates Flint Quarries	21	0.01%	54	0.02%
6	Amistad	191,485	53.32%	82,621	29.36%
7	Big Bend	23,310	6.49%	23,356	8.30%
8	Big Thicket	4,871	1.36%	4,972	1.77%
9	Chamizal	5,559	1.55%	4,820	1.71%
10	Fort Davis	1,604	0.45%	1,740	0.62%
11	Guadalupe Mnts.	7,222	2.01%	8,599	3.06%
12	Lake Meredith	28,227	7.86%	40,443	14.37%
13	Lyndon B. Johnson	3,757	1.05%	4,443	1.58%
14	Padre Island	29,500	8.21%	18,113	6.44%
15	Palo Alto Battlefield	1,863	0.52%	2,894	1.03%
16	Rio Grande Wild and Scenic River	12	0.00%	25	0.01%
17	San Antonio Missions	61,701	17.18%	89,334	31.74%
18					
19	Texas Total Visitors	359,132		281,414	
20					

	A	B	C	D	E
1	NATIONAL PARK SERVICE				
2	STATE OF TEXAS				
3					
4	PARK NAME	JANUARY 2007 VISITORS	COMPARE TO TEXAS TOTAL	JANUARY 2008 VISITORS	COMPARE TO TEXAS TOTAL
5	Alibates Flint Quarries	21	=(B5/$B$19)	54	=(D5/$D$19)
6	Amistad	191485	=(B6/$B$19)	82621	=(D6/$D$19)
7	Big Bend	23310	=(B7/$B$19)	23356	=(D7/$D$19)
8	Big Thicket	4871	=(B8/$B$19)	4972	=(D8/$D$19)
9	Chamizal	5559	=(B9/$B$19)	4820	=(D9/$D$19)
10	Fort Davis	1604	=(B10/$B$19)	1740	=(D10/$D$19)
11	Guadalupe Mnts.	7222	=(B11/$B$19)	8599	=(D11/$D$19)
12	Lake Meredith	28227	=(B12/$B$19)	40443	=(D12/$D$19)
13	Lyndon B. Johnson	3757	=(B13/$B$19)	4443	=(D13/$D$19)
14	Padre Island	29500	=(B14/$B$19)	18113	=(D14/$D$19)
15	Palo Alto Battlefield	1863	=(B15/$B$19)	2894	=(D15/$D$19)
16	Rio Grande Wild and Scenic Rive	12	=(B16/$B$19)	25	=(D16/$D$19)
17	San Antonio Missions	61701	=(B17/$B$19)	89334	=(D17/$D$19)
18					
19	Texas Total Visitors	=SUM(B5:B18)		=SUM(D5:D18)	
20					