

Member ID: _____

Time: _____

Rank: _____



Fundamental Spreadsheet Applications (230) **REGIONAL 2025**

PRODUCTION

Job 1: Basic Formatting	_____ (70 points)
Job 2: Insert Column	_____ (55 points)
Job 3: Formulas	_____ (50 points)
Job 4: Charts	_____ (80 points)
<i>TOTAL POINTS</i>	_____ (<i>255 points</i>)

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. 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 (handwritten, photocopied, or keyed) are allowed in the testing area.
3. Electronic devices will be monitored according to ACT standards.

EXAM GUIDELINES:

1. Ensure this test booklet contains Jobs 1-4.
2. Key all jobs according to the instructions given.
3. Correct all formatting, spelling or grammar errors. Use the formatting guide in the *Style & Reference Manual*.
4. Your name or initials should *not* appear on any work you submit. Use your Member ID on any occasion you would normally key your reference initials.
5. In the lower right-hand corner of ALL work submitted (unless otherwise specified), key your Member ID and job number.
6. If you complete the event before the end of the time allotted, notify the proctor. Time may be considered a factor in determining a winner when there is a tie score.
7. Place your scoring sheet on top of your jobs. Jobs should be placed in numerical order.

Scoring Rubric

Job 1 (Basic Formatting)	Points Possible	Points Earned
Member #, Job #, and Worksheet Name in right section of footer (all or nothing)	10	
Table style: White Table Style Medium 1	10	
Font is Times New Roman, 12 pt. for all the data	5	
Cells C2:C63 are displayed as currency	10	
ONLY the Heading Row is Bold	5	
Columns have been resized to accommodate ALL data	5	
Worksheet renamed to 'Fruit Prices'	5	
Landscape Orientation	5	
Worksheet is fitted to 1 page wide and 2 pages tall	5	
Column headings appear on all pages	5	
Print or Uploaded as Directed	5	
Subtotal	70	
Job 2 (Insert Column)	Points Possible	Points Earned
Member #, Job #, and Worksheet Name in right section of footer (all or nothing)	10	
Column added to the right of column G in the Table	10	
Heading 'CupEquivalentPrice' entered in cell H1	10	
Column H has the same table style	10	
Columns resized to accommodate ALL data	5	
Landscape Orientation	5	
Print or Uploaded as Directed	5	
Subtotal	55	
Job 3 (Formulas)	Points Possible	Points Earned
Member #, Job #, and Worksheet Name in right section of footer (all or nothing)	10	
The following formula is displayed in cell H2:H63	20	
Landscape Orientation	5	
Columns resized to accommodate ALL data	5	
Print or Uploaded as Directed	5	
Print or Uploaded as Directed Formulas	5	
Subtotal	50	

Scoring Rubric Continue

Job 4 (Chart)	Points Possible	Points Earned
Member #, Job #, and Worksheet Name in right section of footer (all or nothing)	10	
New sheet called 'Apple Chart'	10	
2-D Clustered Column chart includes all 'Apple' items (Cells A2:A5) and their 'CupEquivalentPrice' (Cells H2:H5)	10	
2-D Clustered Column chart is moved to a new sheet	10	
Bar colors are 'Blue' from the 'Standard Colors'	10	
Chart title is 'Cost Per Cup'	10	
Font is Times New Roman for all the chart text	5	
There is no Legend	5	
Landscape Orientation	5	
Apple Chart Print or Uploaded as Directed	5	
Subtotal	80	
TOTAL POINTS	250	

Job 1: Basic Formatting

Directions: Open the Fruit Prices spreadsheet from the folder. Complete the project and format the data.

Format Data as Table

- Apply the following table style to the data provided: White Table Style Medium 1

Insert Additional Data

- Insert the following data after the last entry in the Fruit Prices Spreadsheet.

Fruit	Form	RetailPrice	RetailPriceUnit	Yield	CupEquivalentSize	CupEquivalentUnit
Plum	Fresh	7.365	per pound	0.866	0.3638	pounds
Plum (prunes)	Dried	5.132	per pound	0.548	0.1874	pounds
Plum (prune), ready-to-drink	Juice	6.882	per pint	0.945	8	fluid ounces
Pomegranate	Fresh	3.444	per pound	0.675	0.3417	pounds
Pomegranate, ready-to-drink	Juice	9.804	per pint	0.788	8	fluid ounces
Raspberries	Fresh	2.305	per pound	0.956	0.3197	pounds
Raspberries	Frozen	8.784	per pound	0.482	0.3307	pounds
Strawberries	Fresh	4.912	per pound	0.843	0.3197	pounds
Strawberries	Frozen	1.438	per pound	0.689	0.3307	pounds
Watermelon	Fresh	7.95	per pound	0.476	0.3307	pounds

Formatting

- Change the font to Times New Roman, 12 points for all the data.
- Apply the Currency number format to cells C2:C63.
- Ensure ONLY the Heading Row is **bolded**.
- Resize Columns to accommodate ALL data.
- Rename the worksheet to 'Fruit Prices'

Printing

- Change the Orientation to Landscape.
- Fit spreadsheet to 1 page wide and 2 pages tall
 - Note make sure column headings appear on each page.
- In the footer, key your Member ID, job number, and worksheet tab name.
- Print the Spreadsheet (or save as directed for upload).

Job 2: Insert Column

Directions: Add column to table

Add Column to Table

- Add a column heading in H1 titled CupEquivalentPrice.

Formatting

- Ensure column H has the same table style.
- Apply the Currency number format to cells H2:H63.
- Resize Columns to accommodate ALL data if necessary.

Printing

- Change the Orientation to Landscape.
- In the footer, key your Member ID, Job Number and Worksheet Tab Name.
- Print the Spreadsheet (or save as directed for upload).
 - Note make sure column headings appear on each page.

Job 3: Formulas

Directions: Complete the project and add Formulas to the data.

Formulas

- In cell H2 create a formula to calculate the 'CupEquivalentPrice'.
 - Formula Hint – Using the cup equivalent size, divide by yield before you multiply by retail price.
- Copy down the column for the remaining Fruits.

Formatting

- Resize Columns to accommodate all data.

Printing

- Change the Orientation to Landscape.
- In the footer, key your Member ID, Job Number and Worksheet Tab Name.
- Print the Spreadsheet (or save as directed for upload).
 - Note make sure column headings appear on each page.

Print Formulas

- Change the Orientation to Landscape.
- In the footer, key your Member ID, Job Number and Worksheet Tab Name.
- Print the Spreadsheet (or save as directed for upload).
 - Note make sure column headings appear on each page.

Job 4: Charts

Directions: Create chart using the data in the table Fruit Prices

Create a Chart to Display the Cost of the Different Forms of Apples

- Create a 2-D Clustered Column chart on a new sheet called 'Apple Chart' by selecting cells A1:A5 & H1:H5.
- Change the chart title to 'Cost Per Cup'.
 - Change the chart title font to Times New Roman.
- Change Bar colors to 'Blue' from the 'Standard Colors'
- Delete the Legend (if necessary)

Printing

- Change the Orientation to Landscape.
- In the footer, key your Member ID, Job Number and Worksheet Tab Name.
- Print the chart (or save as directed for upload).