

Member ID: _____

Time: _____

Rank: _____



Advanced Spreadsheet Applications (235)

REGIONAL 2025

PRODUCTION

Job 1: Advanced Formatting	_____	(85 points)
Job 2: Formula Auditor	_____	(45 points)
Job 3: Sparklines	_____	(65 points)
<i>TOTAL POINTS</i>	_____	<i>(195 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 1-3.
2. Key all jobs according to the instructions given.
3. Correct any and 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 in 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.

Job 1: Advanced Formatting

Task: Create a formula to format data based on cell contents

1. Open the Fruit Prices.csv spreadsheet from the folder & save it as an Excel file.
2. Create a new worksheet called 'Fruit Prices'
3. Copy data from 'Data' worksheet to 'Fruit Prices' worksheet
4. Format Data
 - a. Change font to Times New Roman
 - b. Insert Row above Row 1
 - c. Row 1
 - i. Merge A1:H1
 - ii. Enter the text 'Fruit Prices' into merged cells.
 - iii. Font: 26 pt.
 - iv. Fill color: dark red
 - v. Text: white.
 - d. Row 2:
 - i. Font 14 pt.
 - ii. Text: black
 - iii. Fill color: Background 1, Darker 25%
 - e. Column C & H: Format as currency
5. Create a formula to format all rows **in the table** that contain 'fresh' fruit with 'Green Fill with Dark Green Text'
6. Resize Columns to accommodate ALL data if necessary

Printing

1. Print the Spreadsheet.
 - a. Change the Orientation to Landscape.
 - b. Scale to fit
 - c. In the footer, key your Member ID and job number and align to the right.
2. Print 'Manage Rule' screenshot.
 - a. Take a screenshot of 'Manage Rule' window
 - b. Write Member ID & Job1 in lower right-hand corner.

Job 2: Formula Auditor

Task: Audit formulas on a worksheet

1. Open EmployeeData.xls
2. On worksheet 'NJob2' Trace the precedents of the Total 'ESTIMATED_SALARY' to ensure the formula is correct

Printing

1. Scale to fit.
2. Change the Orientation to Landscape.
3. In the footer, key your Member ID and job number and align to the right.
4. Print the Spreadsheet

Job 3: Sparklines

Task: Create sparklines using the data provided

1. Open file DJIA.xls
2. Create a new worksheet called 'DJIA 3'
3. Using the data from DJIA Data compare the performance of the Dow Jones Industrial Daily Average over 2019-2023 using sparklines
 - a. Resize the cells with each sparkline to 115h x 75w
 - b. In the cell above each sparkline add the following title to each chart 'Down Jones Daily Industrial Average YYYY' entering the appropriate year for each
 - c. Chart title font: 14 pt.

Printing

1. Print Charts
2. Orientation: Portrait.
3. In the footer, key your Member ID and job number and align to the right.