



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.

GRADER: points are all or none unless otherwise noted!

Job 1 (Advanced Formatting)	Points Possible	Points Earned
Member # and Job # in right section of footer	10	
New sheet called 'Fruit Prices'	5	
Font is Times New Roman, 12 pt. for all of the data	5	
Row 1: Cells A1:H1 merged; Fill color dark red; Font 26 pt. white 'Fruit Prices'	10	
Row 2: Fill color Background 1, Darker 25%; Font 26 pt. black	5	
Column C & H: Format as currency	5	
Formula to format all rows in the table that contain 'fresh' fruit with 'Green Fill with Dark Green Text	20	
Columns have been resized to accommodate ALL data	5	
Print 'Manage Rule' window	10	
Landscape Orientation	5	
Print Data	5	
Subtotal	85	
Job 2 (Formula Auditor)	Points Possible	Points Earned
Member # and Job # in right section of footer	10	
Trace the precedents of the Total 'ESTIMATED_SALARY'	20	
Columns resized to accommodate ALL data	5	
Landscape Orientation	5	
Print Data	5	
Subtotal	45	
Job 3 (Sparklines)	Points Possible	Points Earned
Member # and Job # in right section of footer	10	
New sheet called 'DKIA 3'	5	
Performance of the Dow Jones Industrial Daily Average over 2019-2023 compared using sparklines.	20	
Cells containing each sparkline resized to 115h x 75w	5	
Title added above each chart 'Down Jones Daily Industrial Average YYYY'; Font 14 pt.	10	
Portrait Orientation	5	
Columns resized to accommodate ALL data	5	
Print Data	5	
Subtotal	65	
TOTAL POINTS	196	

Job1 Print Out

Fruit Prices							
Fruit	Form	RetailPrice	RetailPriceUnit	Yield	CupEquivalentSize	CupEquivalentUnit	CupEquivalentPrice
Apples	Fresh	\$ 1.52	per pound	0.9	0.2425 pounds	\$	0.41
Apples, applesauce	Canned	\$ 1.07	per pound	1	0.5401 pounds	\$	0.58
Apples, ready-to-drink	Juice	\$ 0.78	per pint	1	8 fluid ounces	\$	6.24
Apples, frozen concentrate	Juice	\$ 0.59	per pint	1	8 fluid ounces	\$	4.68
Apricots	Fresh	\$ 2.97	per pound	0.93	0.3638 pounds	\$	1.16
Apricots, packed in juice	Canned	\$ 1.69	per pound	1	0.5401 pounds	\$	0.91
Apricots, packed in syrup or water	Canned	\$ 2.06	per pound	0.65	0.4409 pounds	\$	1.40
Apricots	Dried	\$ 6.62	per pound	1	0.1433 pounds	\$	0.95
Bananas	Fresh	\$ 0.52	per pound	0.64	0.3307 pounds	\$	0.27
Berries, mixed	Frozen	\$ 3.56	per pound	1	0.3307 pounds	\$	1.18
Blackberries	Fresh	\$ 6.02	per pound	0.96	0.3197 pounds	\$	2.00
Blackberries	Frozen	\$ 3.64	per pound	1	0.3307 pounds	\$	1.20
Blueberries	Fresh	\$ 4.17	per pound	0.95	0.3197 pounds	\$	1.40
Blueberries	Frozen	\$ 3.39	per pound	1	0.3307 pounds	\$	1.12
Cantaloupe	Fresh	\$ 0.51	per pound	0.51	0.3746 pounds	\$	0.42
Cherries	Fresh	\$ 3.43	per pound	0.92	0.3417 pounds	\$	1.27
Cherries, packed in syrup or water	Canned	\$ 4.53	per pound	0.65	0.4409 pounds	\$	3.07
Clementines	Fresh	\$ 1.36	per pound	0.77	0.463 pounds	\$	0.63
Cranberries	Dried	\$ 4.65	per pound	1	0.1232 pounds	\$	0.57
Dates	Dried	\$ 5.57	per pound	1	0.1653 pounds	\$	0.92
Figs	Dried	\$ 6.84	per pound	0.96	0.1653 pounds	\$	1.18
Fruit cocktail, packed in juice	Canned	\$ 1.72	per pound	1	0.5401 pounds	\$	0.93
Fruit cocktail, packed in syrup or water	Canned	\$ 1.59	per pound	0.65	0.4409 pounds	\$	1.08
Grapefruit	Fresh	\$ 1.17	per pound	0.49	0.463 pounds	\$	1.11
Grapefruit, ready-to-drink	Juice	\$ 1.04	per pint	1	8 fluid ounces	\$	8.33
Grapes	Fresh	\$ 1.84	per pound	0.96	0.3307 pounds	\$	0.63
Grapes (raisins)	Dried	\$ 3.78	per pound	1	0.1653 pounds	\$	0.62
Grapes, ready-to-drink	Juice	\$ 0.92	per pint	1	8 fluid ounces	\$	7.37
Grapes, frozen concentrate	Juice	\$ 0.71	per pint	1	8 fluid ounces	\$	5.70
Honeydew	Fresh	\$ 0.51	per pound	0.46	0.3746 pounds	\$	0.74
Kiwi	Fresh	\$ 2.18	per pound	0.76	0.3858 pounds	\$	1.11
Mangoes	Fresh	\$ 1.15	per pound	0.71	0.3638 pounds	\$	0.59
Mangoes	Dried	\$ 10.55	per pound	1	0.1253 pounds	\$	1.32
Nectarines	Fresh	\$ 1.91	per pound	0.91	0.3197 pounds	\$	0.67
Oranges	Fresh	\$ 1.21	per pound	0.68	0.4079 pounds	\$	0.73
Oranges, ready-to-drink	Juice	\$ 0.98	per pint	1	8 fluid ounces	\$	7.87
Oranges, frozen concentrate	Juice	\$ 0.77	per pint	1	8 fluid ounces	\$	6.15
Papaya	Fresh	\$ 1.29	per pound	0.62	0.3086 pounds	\$	0.64
Papaya	Dried	\$ 5.51	per pound	1	0.1543 pounds	\$	0.85
Peaches	Fresh	\$ 1.72	per pound	0.96	0.3417 pounds	\$	0.61
Peaches, packed in juice	Canned	\$ 2.02	per pound	1	0.5401 pounds	\$	1.09
Peaches, packed in syrup or water	Canned	\$ 1.81	per pound	0.65	0.4409 pounds	\$	1.23
Peaches	Frozen	\$ 3.39	per pound	1	0.3307 pounds	\$	1.12
Pears	Fresh	\$ 1.59	per pound	0.9	0.3638 pounds	\$	0.64
Pears, packed in juice	Canned	\$ 1.95	per pound	1	0.5401 pounds	\$	1.06
Pears, packed in syrup or water	Canned	\$ 1.90	per pound	0.65	0.4409 pounds	\$	1.29
Pineapple	Fresh	\$ 0.57	per pound	0.51	0.3638 pounds	\$	0.41
Pineapple, packed in juice	Canned	\$ 1.43	per pound	1	0.5401 pounds	\$	0.77
Pineapple, packed in syrup or water	Canned	\$ 1.41	per pound	0.65	0.4409 pounds	\$	0.95
Pineapple	Dried	\$ 6.65	per pound	1	0.1543 pounds	\$	1.03
Pineapple, ready-to-drink	Juice	\$ 1.03	per pint	1	8 fluid ounces	\$	8.23
Pineapple, frozen concentrate	Juice	\$ 0.70	per pint	1	8 fluid ounces	\$	5.58
Plum	Fresh	\$ 2.03	per pound	0.94	0.3638 pounds	\$	0.79
Plum (prunes)	Dried	\$ 5.70	per pound	1	0.1874 pounds	\$	1.07
Plum (prune), ready-to-drink	Juice	\$ 1.55	per pint	1	8 fluid ounces	\$	12.42
Pomegranate	Fresh	\$ 2.24	per pound	0.56	0.3417 pounds	\$	1.36
Pomegranate, ready-to-drink	Juice	\$ 3.12	per pint	1	8 fluid ounces	\$	24.98
Raspberries	Fresh	\$ 6.64	per pound	0.96	0.3197 pounds	\$	2.21
Raspberries	Frozen	\$ 4.19	per pound	1	0.3307 pounds	\$	1.38
Strawberries	Fresh	\$ 2.53	per pound	0.94	0.3197 pounds	\$	0.88
Strawberries	Frozen	\$ 2.82	per pound	1	0.3307 pounds	\$	0.93
Watermelon	Fresh	\$ 0.36	per pound	0.52	0.3307 pounds	\$	0.23

MEMBER ID
Job 1

The screenshot displays the 'Manage Rules' dialog box in Microsoft Excel. The dialog is titled '235_R_Advanced Spreadsheet Applications_2025_Key_Job1' and 'Manage Rules'. It shows a table of formatting rules. The first rule is selected, with the following details:

Rule (applied in order shown)	Format	Applies to	Stop if true
Formula: =\$B3="Fresh"	AaBbCcYyZz	\$A\$3:\$H\$64	<input checked="" type="checkbox"/>

Below the table, the 'Applies to' field is set to '\$A\$3:\$H\$64'. At the bottom of the dialog, there are buttons for '+', '-', 'Edit Rule...', 'Duplicate Rule', 'Cancel', and 'OK'. The background shows a spreadsheet with a 'Form' column containing various product types like 'Fresh', 'Canned', 'Juice', etc.

ADVANCED SPREADSHEET APPLICATIONS

REGIONAL KEY 2025

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Job 2 Print Out

DEPARTMENT	JOB TITLE	DATE_STARTED	SEX	ETHNICITY	ORIG_START	DATE_TERPAY_STATUS	ANNUAL_SALARY	ESTIMATED_SALARY
Kane Regional Centers	RN RESIDENT CARE COORDINATOR	9/22/14	M	White (Not of Hispanic Origin)	9/22/14	Active	\$ 68,792.46	\$ 71,544.16
Kane Regional Centers	DRIVER +.65	12/6/21	M	White (Not of Hispanic Origin)	12/6/21	Active	\$ 50,012.55	\$ 52,018.25
Kane Regional Centers	ASSISTANT DIRECTOR NURSING	12/5/22	F	White (Not of Hispanic Origin)	12/5/22	Active	\$ 78,775.22	\$ 81,926.23
Kane Regional Centers	RN RESIDENT CARE COORDINATOR	3/11/16	F	White (Not of Hispanic Origin)	10/19/15	Active	\$ 68,792.46	\$ 71,544.16
Kane Regional Centers	RN RESIDENT CARE COORDINATOR	1/13/14	F	White (Not of Hispanic Origin)	1/13/14	Active	\$ 68,792.46	\$ 71,544.16
Kane Regional Centers	RESIDENT FOOD SERVICE MANAGER	10/3/93	M	White (Not of Hispanic Origin)	10/28/85	Active	\$ 52,002.24	\$ 54,113.33
Kane Regional Centers	RN RESIDENT CARE COORDINATOR	1/22/19	F	White (Not of Hispanic Origin)	1/22/19	Active	\$ 68,792.46	\$ 71,544.16
Kane Regional Centers	REGISTERED NURSE	1/30/12	F	Black	1/30/12	Active	\$ 61,297.60	\$ 63,749.50
Kane Regional Centers	RN RESIDENT CARE COORDINATOR	9/23/13	F	Black	5/21/12	Active	\$ 66,951.25	\$ 69,629.30
Kane Regional Centers	ASSISTANT DIRECTOR NURSING	8/7/17	F	White (Not of Hispanic Origin)	8/7/17	Active	\$ 76,481.60	\$ 79,540.86
Kane Regional Centers	PER DIEM LP NURSE	2/3/20	F	White (Not of Hispanic Origin)	3/30/09	Active	\$ 58,240.00	\$ 60,569.60
Kane Regional Centers	INFECTIOUS CONTROL COORDINATOR	4/21/14	M	White (Not of Hispanic Origin)	4/21/14	Active	\$ 70,383.86	\$ 73,199.01
Kane Regional Centers	CASEWORKER - KANE	10/9/01	F	White (Not of Hispanic Origin)	10/9/01	Active	\$ 53,732.02	\$ 55,881.30
Kane Regional Centers	RN RESIDENT CARE COORDINATOR	7/11/97	F	White (Not of Hispanic Origin)	4/14/97	Active	\$ 68,792.46	\$ 71,544.16
Kane Regional Centers	REGISTERED NURSE	12/19/11	F	White (Not of Hispanic Origin)	12/19/11	Active	\$ 61,900.80	\$ 64,376.83
Kane Regional Centers	REGISTERED NURSE	8/17/09	F	White (Not of Hispanic Origin)	8/17/09	Active	\$ 61,297.60	\$ 63,749.50
						Subtotal Kane Region	\$ 1,035,071.84	\$ 1,076,474.71
Parks	PROJ MGR-LANDSCAPE DESG & DEV	11/19/18	F	White (Not of Hispanic Origin)	11/19/18	Active	\$ 65,000.00	\$ 67,600.00
Parks	ASST DEP DIRECTOR MAINT OPER	2/28/05	M	White (Not of Hispanic Origin)	8/5/85	Active	\$ 88,000.00	\$ 91,520.02
Parks	GREENSKEEPER	10/10/89	M	White (Not of Hispanic Origin)	10/10/89	Active	\$ 58,000.00	\$ 60,320.19
Parks	GOLF PRO	2/7/94	M	White (Not of Hispanic Origin)	2/7/94	Active	\$ 50,000.00	\$ 52,000.08
Parks	HR MANAGER	4/19/82	F	White (Not of Hispanic Origin)	4/19/82	Active	\$ 53,712.67	\$ 55,861.18
Parks	DISTRICT RECREATION SUPERVISOR	1/26/14	M	White (Not of Hispanic Origin)	6/12/03	Active	\$ 53,000.00	\$ 55,120.06
Parks	FINANCIAL ANALYST	8/11/14	F	White (Not of Hispanic Origin)	8/11/14	Active	\$ 53,712.67	\$ 55,861.18
Parks	LEAD SUPERVISING PARK RANGER	5/4/15	M	White (Not of Hispanic Origin)	5/4/15	Active	\$ 65,000.00	\$ 67,600.00
Parks	REGIONAL PARK MAINTENANCE SPV	8/17/15	M	White (Not of Hispanic Origin)	8/17/15	Active	\$ 61,250.10	\$ 63,340.20
Parks	FINANCIAL ANALYST	6/18/18	F	Black	6/18/18	Active	\$ 52,200.00	\$ 54,288.31
						Subtotal Parks	\$ 603,376.17	\$ 627,511.22
						Total	\$ 1,638,448.01	\$ 1,703,985.93

Member ID and job number

Job 3 Print Out

