



# FUNDAMENTAL SPREADSHEET APPLICATIONS (230)

## REGIONAL – 2017

Job 1: Create Spreadsheet with Formulas	_____	(110 points)
Job 2: Format Spreadsheet	_____	(80 points)
Job 3: Create Bar Chart	_____	(35 points)
Job 4: Create Pie Chart	_____	(45 points)
<b><i>TOTAL POINTS</i></b>	_____	<b><i>(270 points)</i></b>

**Judge/Graders: Please double check and verify all scores and answer keys!**

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*Workplace Skills Assessment Program* competition.



**NOTE TO GRADER: Here are the general instructions that were given to the contestant to follow.**

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1. Make certain this test booklet contains Jobs 1-4.
2. Put your contestant and job number in the right section of a footer on each printout. Your name or initials should *not* appear on any work you submit.
3. If you finish before the end of the testing time, notify the proctor. Time may be a factor in determining a winner when there is a tie.
4. When turning in your contest, the jobs should be arranged in printout order. On Page 3 is a rubric that will be used in scoring your printouts.

### **Special Instructions**

Please use the following procedures for each worksheet that you submit:

1. Save early and often. Loss of data, for any reason, is the contestant's responsibility.
  2. Check the spelling on all worksheets. .
  3. Center all worksheets vertically and horizontally to print on one page.
  4. Print all worksheets in Landscape format.
  5. Print each chart on a separate sheet.
  6. Key your contestant number and the job number in the right section of a footer for all worksheets and charts.
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**NOTE to GRADER: This key shows what each printout should look like. The rubric has also been included so you can see exactly the criteria for each job.**



**GRADER: points are all or none unless otherwise noted!**

<b>Printout 1 (Worksheet with formulas)</b>	<b>Points Possible</b>	<b>Points Earned</b>
Contestant # in right section of footer.	5	
12 pt. Times New Roman font used for data.	5	
Worksheet printed landscape on one page, vertically and horizontally centered.	5	
Worksheet printed landscape on one page showing formulas, vertically and horizontally centered.	5	
Correct formula used for totaling all columns.	10	
Correct formula used for total monthly income.	10	
Correct formula used for total monthly expenses.	10	
Correct formula used to find remaining monthly income.	10	
Proper spelling of titles and all names (- 2 points each error).	10	
Each column total correct number (- 2 points each error).	10	
Total monthly income correct formula.	10	
Total monthly expenses correct formula.	10	
Total remaining income correct formula.	10	
<b>Subtotal</b>	<b>110</b>	
<b>Printout 2 (Formatted worksheet)</b>	<b>Points Possible</b>	<b>Points Earned</b>
Contestant # in right section of footer.	5	
Printed in landscape centered vertically and horizontally on one sheet.	5	
Title is merged and centered.	5	
Title is size 36 font.	5	
Sub title is changed to size 20 font.	5	
Column headings are changed to size 14 font, bold, and black shading with white font.	5	
Column headings right aligned.	5	
Column width changed to 14.	5	
Total row is shaded black with white font.	5	
Cells A4:B4, A5:B5, A23:B23, A24:B24 and A25:B25 have been merged—not centered.	5	
Format cells B8-K19 to Accounting with no decimals, no symbol.	5	
B20:K20 numbers have been changed to Accounting with 0 decimals.	5	
Numbers in C23:C25 are changed to Accounting with 2 decimals.	5	
Format cells C4:C5 to Currency	5	
The word Total has been right aligned.	5	
A thick black box border has been applied to the entire spreadsheet.	5	
<b>Subtotal</b>	<b>80</b>	



<b>Printout 3 (Bar Chart)</b>	<b>Points Possible</b>	<b>Points Earned</b>
Contestant # in right section of footer.	5	
Correct bar chart created on its own sheet.	10	
Title changed to Yearly Expenses.	5	
Correct vertical axis information.	5	
Correct horizontal axis information.	5	
Legend has been removed from the bar chart.	5	
<b>Subtotal</b>	<b>35</b>	
<b>Printout 4 (Pie Chart)</b>	<b>Points Possible</b>	<b>Points Earned</b>
Contestant # in right section of footer.	5	
Correct pie chart created on its own sheet.	10	
Correct title.	5	
Title size 36 font.	5	
Data labels are %'s in size 20 font.	5	
Data labels placed outside chart.	5	
Legend is 18 font.	5	
Legend is placed on right side of chart.	5	
<b>Subtotal</b>	<b>45</b>	
<b>TOTAL POINTS</b>	<b>270</b>	



**JOB 1: Unformatted Worksheet** *Printouts should look exactly like the ones below with a footer showing the contestant and job number in the bottom right.*

Jeff and Anna Smith  
 Budget 2016

Jeff's Yearly Income: 35500  
 Anna's Yearly Income: 28500

	Rent	Electric	Insurance	Car	Groceries	College Payment	YMCA	Cell Phones	Cable	IRA	
January	1200	125	440	520	400	320	45	120	85	150	
February	1200	125	440	520	400	320	45	120	85	150	
March	1200	125	440	520	400	320	45	120	85	150	
April	1200	125	440	520	400	320	45	120	85	150	
May	1200	125	440	520	400	320	45	120	85	150	
June	1200	125	440	520	400	320	45	120	85	150	
July	1200	125	440	520	400	320	45	120	85	150	
August	1200	125	440	520	400	320	45	120	85	150	
September	1200	125	440	520	400	320	45	120	85	150	
October	1200	125	440	520	400	320	45	120	85	150	
November	1200	125	440	520	400	320	45	120	85	150	
December	1200	125	440	520	400	320	45	120	85	150	
Total	14400	1500	5280	6240	4800	3840	540	1440	1020	1800	

Total Monthly Income: 5333.33  
 Totally Monthly Expenses: 3405  
 Remaining Monthly Income: 1928.33

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ANSWER KEY  
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**Job 1 Formulas Printout**

Jeff and Anna Smith  
Budget 2016

Jeff's Yearly Income: 35500  
Anna's Yearly Income: 28500

	Rent	Electric	Insurance	Car	Groceries	College Payment	YMCA	Cell Phones	Cable	IRA
January	1200	125	440	520	400	320	45	120	85	150
February	1200	125	440	520	400	320	45	120	85	150
March	1200	125	440	520	400	320	45	120	85	150
April	1200	125	440	520	400	320	45	120	85	150
May	1200	125	440	520	400	320	45	120	85	150
June	1200	125	440	520	400	320	45	120	85	150
July	1200	125	440	520	400	320	45	120	85	150
August	1200	125	440	520	400	320	45	120	85	150
September	1200	125	440	520	400	320	45	120	85	150
October	1200	125	440	520	400	320	45	120	85	150
November	1200	125	440	520	400	320	45	120	85	150
December	1200	125	440	520	400	320	45	120	85	150
Total	=SUM(B8:B19)	=SUM(C8:C19)	=SUM(D8:D19)	=SUM(E8:E19)	=SUM(F8:F19)	=SUM(G8:G19)	=SUM(H8:H19)	=SUM(I8:I19)	=SUM(J8:J19)	=SUM(K8:K19)

Total Monthly Income: =SUM(C4:C5)/12 or =(C4+C5)/12  
 Total Monthly Expenses: =SUM(B8:K8)  
 Remaining Monthly Income: =C23-C24

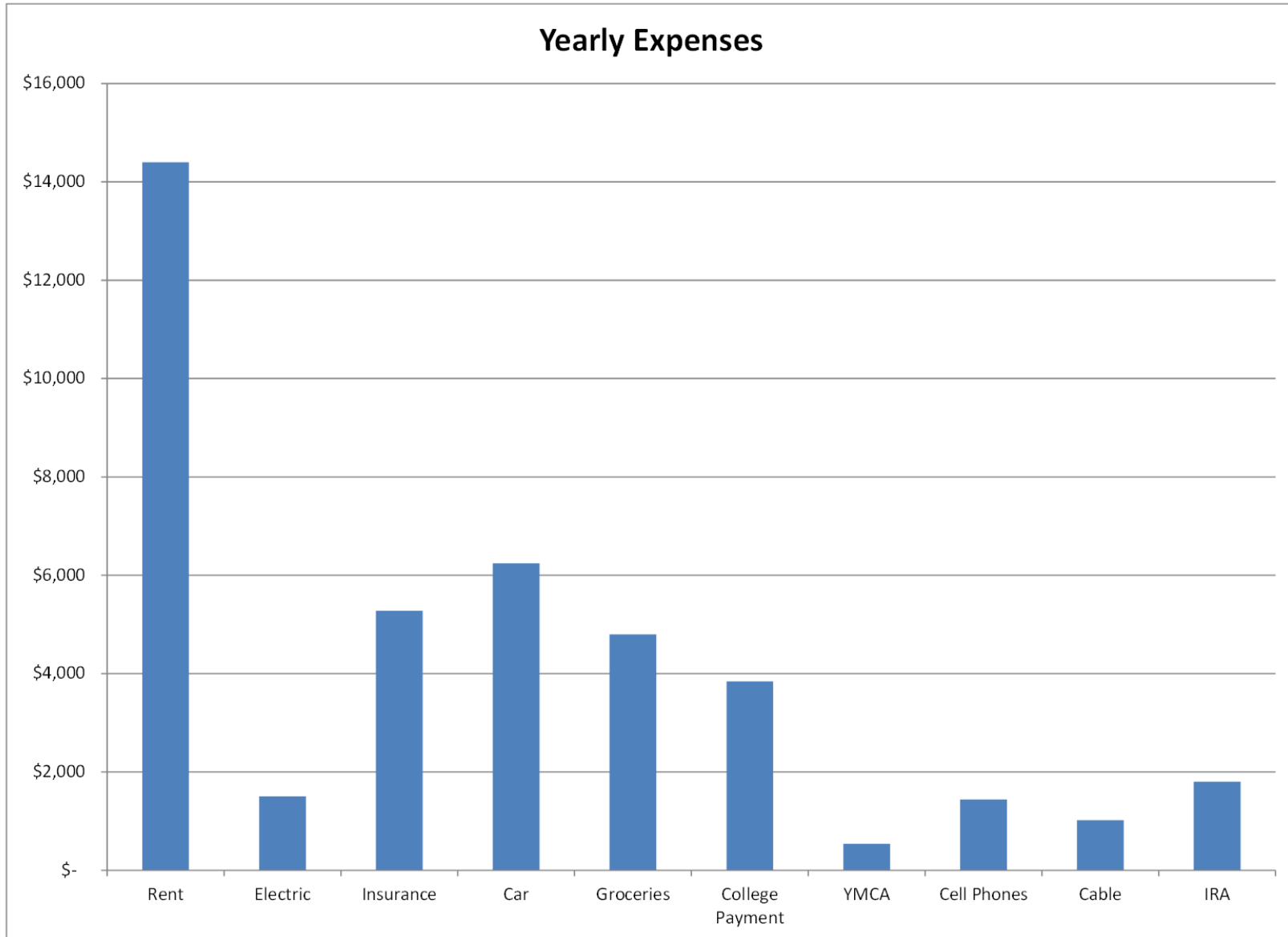


**JOB 2: Formatted Worksheet Printout** should look exactly like this with it centered horizontally and vertically with footer of the contestant and job number in the bottom right corner.

<b>Jeff and Anna Smith</b>												
Budget 2016												
Jeff's Yearly Income:		\$35,500										
Anna's Yearly Income:		\$28,500										
	Rent	Electric	Insurance	Car	Groceries	College Payment	YMCA	Cell Phones	Cable	IRA		
January	1,200	125	440	520	400	320	45	120	85	150		
February	1,200	125	440	520	400	320	45	120	85	150		
March	1,200	125	440	520	400	320	45	120	85	150		
April	1,200	125	440	520	400	320	45	120	85	150		
May	1,200	125	440	520	400	320	45	120	85	150		
June	1,200	125	440	520	400	320	45	120	85	150		
July	1,200	125	440	520	400	320	45	120	85	150		
August	1,200	125	440	520	400	320	45	120	85	150		
September	1,200	125	440	520	400	320	45	120	85	150		
October	1,200	125	440	520	400	320	45	120	85	150		
November	1,200	125	440	520	400	320	45	120	85	150		
December	1,200	125	440	520	400	320	45	120	85	150		
<b>Total</b>	<b>\$ 14,400</b>	<b>\$ 1,500</b>	<b>\$ 5,280</b>	<b>\$ 6,240</b>	<b>\$ 4,800</b>	<b>\$ 3,840</b>	<b>\$ 540</b>	<b>\$ 1,440</b>	<b>\$ 1,020</b>	<b>\$ 1,800</b>		
Total Monthly Income:		\$ 5,333.33										
Totally Monthly Expenses:		\$ 3,405.00										
Remaining Monthly Income:		\$ 1,928.33										



**Job 3 Bar Chart** *The bar chart should look exactly like the following chart with the contestant and job number in bottom right corner: (Note: the printout will appear in grayscale; contestants are instructed to print in grayscale.)*







**JOB 4:** The pie chart should look exactly like the following chart with the contestant and job number in the bottom right hand corner. (Note: the printout will appear in grayscale; contestants are instructed to print in grayscale.)

