KEY

FUNDAMENTAL SPREADSHEET APPLICATIONS (230)

REGIONAL – 2020

Production Portion:

Job 1: Create Spreadsheet with Formulas	_____	(135 points)
Job 2: Format Spreadsheet	_____	(105 points)
Job 3: 3-D Clustered Column chart	_____	(60 points)
TOTAL POINTS	_____	***(300 points)***

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 ninety (90) minutes testing time
No more than ten (10) minutes wrap-up

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KEY

GENERAL INSTRUCTIONS

1. Make certain this test booklet contains Jobs 1-3.
2. Key all jobs according to the instructions given.
3. Correct any obvious keyboarding errors and incorporate any editing notations.
4. Correct any errors in formatting. Use formatting shown in the *Style & Reference Manual*.
5. For any problem where you would normally key your reference initials, key your contestant number. Your name or initials should *not* appear on any work you submit.
6. Key your contestant number and job number as the footer in the lower left-hand corner of all work submitted unless otherwise specified.

Example:
99-9999-9999 Job 1

7. 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 score.
8. When turning in your materials, place your scoring sheet on top of your jobs. The jobs should be arranged in numerical order. Turn in all partial jobs completed
9. Center all worksheets vertically and horizontally to print on one page.
10. Print all worksheets in Landscape format.
11. Print each chart on a separate sheet.

Scenario

You work for Professional Business of America. You have been tasked to create a spreadsheet that compares the prices for office supplies needed for the company. You have picked the three major stores in the area that will deliver the supplies to your company. Using the information you have gathered from the website to create the comparison spreadsheet. You don't have to worry about shipping, you are ordering enough to receive free shipping on the order.

KEY

GRADER: points are all or none unless otherwise noted!

Job 1 (Worksheets with answers and formulas)	Points Possible	Points Earned
Contestant # and Job # in left section of footer	5	
12 pt. Times New Roman font used for data	10	
Worksheet printed landscape on one page centered vertically and horizontally with gridlines and headings	10	
The following information inserted in row immediately under pencils • 5, Boxes, Blue pens, 1.33 for the Fry price, 1.28 for Office Depot price, 1.02 for Walmart price	5	
The following information inserted in row under blue pens • 6, Boxes, Black pens, 1.36 for Fry price, 1.25 for Office Depot price, .98 for Walmart price	5	
Insert a new row under large paper clips with the following information entered into it: • 3, Boxes, Binder Clips, 1.59 for Fry price, 1.43 for Office Depot price, 1.39 for Walmart price	5	
In cell E3, create a formula to calculate the total cost per item. Fill to cells E4:E13	5	
In cell G3, create a formula to calculate the total cost per item. Fill to cells G4:G13	5	
In cell I3, create a formula to calculate the total cost per item. Fill to cells I4:I13.	5	
In cell E15, create a function that calculates the sum total cost for all items bought from Fry store.	5	
In cell G15, create a function that calculates the sum total cost for all items bought from Office Depot.	5	
In cell I15, create a function that calculates the sum total cost for all items bought from Walmart.	5	
In cell E16, create a formula that calculates the total tax cost for the Fry store.	5	
In cell G16, create a formula that calculates the total tax cost for the Office Depot.	5	
In cell I16, create a formula that calculates the total tax cost for the Walmart.	5	
In cell E17, create a formula that calculates the total order cost with tax for Fry store.	5	
In cell G17, create a formula that calculates the total order cost with tax for Office Depot.	5	
In cell I17, create a formula that calculates the total order cost with tax for Walmart.	5	
Quantities updated (5 points each): • Item Pencils; quantity from 2 to **4** • Item Staples; quantity from 3 to **5** • Item Cartridges; quantity from 1 to **3**	15	
Adjust all column widths so information shows	10	
Worksheet printed landscape on one page showing formulas centered vertically and horizontally on the page with gridlines and headings	10	
Subtotal	**135**	

KEY

Job 2 (Formatted worksheet)	Points Possible	Points Earned
Contestant # and Job # in left section of footer	5	
Merge and Center the title over the data	5	
Format the title to bold and size 28	10	
Decrease column A width to 8	5	
Decrease column D width to 10	5	
Center align and bold row 2 headings	10	
Bold and place a Top and Double Bottom Border on cells: A17 to I17	10	
Change the format for cells D3:I13 from general to number with 2 decimal places	10	
Change the number format for cells E17, G17, I17 to Currency with 2 decimal places	10	
Number format to percentage with 2 decimal for B16	10	
Apply a thick bottom border to cells A2 to I2	5	
Change the margins to L=.45; R=.2; T=.25; B=.25	5	
Rows 3 to 13 increase row height to 20	5	
Print out the formatted spreadsheet with centered horizontally and vertically on one page	10	
Subtotal	**105**	
Job 3 (Clustered Bar Chart)	**Points Possible**	**Points Earned**
Contestant # and Job # in left section of footer	5	
3-D Clustered Column Chart created from total cost for each store by item	20	
Printed on full sheet, landscape in black and white	10	
Correct title: Cost Comparison by Store	5	
Use chart layout #3	5	
Chart style #5	5	
Move the legend to the right of the chart	10	
Subtotal	**60**	
TOTAL POINTS	**300**	

KEY

JOB 1: Create Spreadsheet with Formulas

	A	B	C	D	E	F	G	H	I
1	Standards Insurance Company								
2	Quantity	Size	ITEM	Fry	Fry Cost	Office Depot	Office Depot Cost	Walmart	Walmart Cost
3	4	cases	Pencils	2	8	1.5	6	0.99	3.96
4	5	boxes	Blue pens	1.33	6.65	1.28	6.4	1.02	5.1
5	6	boxes	Black pens	1.36	8.16	1.25	7.5	0.98	5.88
6	5	boxes	Staples	1.29	6.45	1.15	5.75	1.08	5.4
7	3	unit	Cartridges	43	129	42	126	35	105
8	2	cases	Paper	19	38	21	42	17	34
9	4	boxes	Large Paper Clips	1.29	5.16	1.18	4.72	1.5	6
10	3	boxes	Binder clips	1.59	4.77	1.43	4.29	1.39	4.17
11	10	units	Notepads	0.99	9.9	1.15	11.5	0.89	8.9
12	1	cases	Envelopes	8	8	7.5	7.5	9	9
13	2	boxes	Rulers	4.5	9	2.2	4.4	1.29	2.58
14									
15	Subtotals				233.09		226.06		189.99
16	Tax rate	0.0825			19.229925		18.64995		15.674175
17	Total Spent				252.319925		244.70995		205.664175

Contestant#
Job1

	A	B	C	D	E	F	G	H	I
1	Standards Ins								
2	Quantity	Size	ITEM	Fry	Fry Cost	Office Depot	Office Depot Cost	Walmart	Walmart Cost
3	4	cases	Pencils	2	=D3*A3	1.5	=F3*A3	0.99	=H3*A3
4	5	boxes	Blue pens	1.33	=D4*A4	1.28	=F4*A4	1.02	=H4*A4
5	6	boxes	Black pens	1.36	=D5*A5	1.25	=F5*A5	0.98	=H5*A5
6	5	boxes	Staples	1.29	=D6*A6	1.15	=F6*A6	1.08	=H6*A6
7	3	unit	Cartridges	43	=D7*A7	42	=F7*A7	35	=H7*A7
8	2	cases	Paper	19	=D8*A8	21	=F8*A8	17	=H8*A8
9	4	boxes	Large Paper Clips	1.29	=D9*A9	1.18	=F9*A9	1.5	=H9*A9
10	3	boxes	Binder clips	1.59	=D10*A10	1.43	=F10*A10	1.39	=H10*A10
11	10	units	Notepads	0.99	=D11*A11	1.15	=F11*A11	0.89	=H11*A11
12	1	cases	Envelopes	8	=D12*A12	7.5	=F12*A12	9	=H12*A12
13	2	boxes	Rulers	4.5	=D13*A13	2.2	=F13*A13	1.29	=H13*A13
14									
15	Subtotals				=SUM(E3:E14)		=SUM(G3:G14)		=SUM(I3:I14)
16	Tax rate	0.0825			=B16*E15		=B16*G15		=B16*I15
17	Total Spent				=SUM(E15:E16)		=SUM(G15:G16)		=SUM(I15:I16)

Contestant#
Job1

KEY

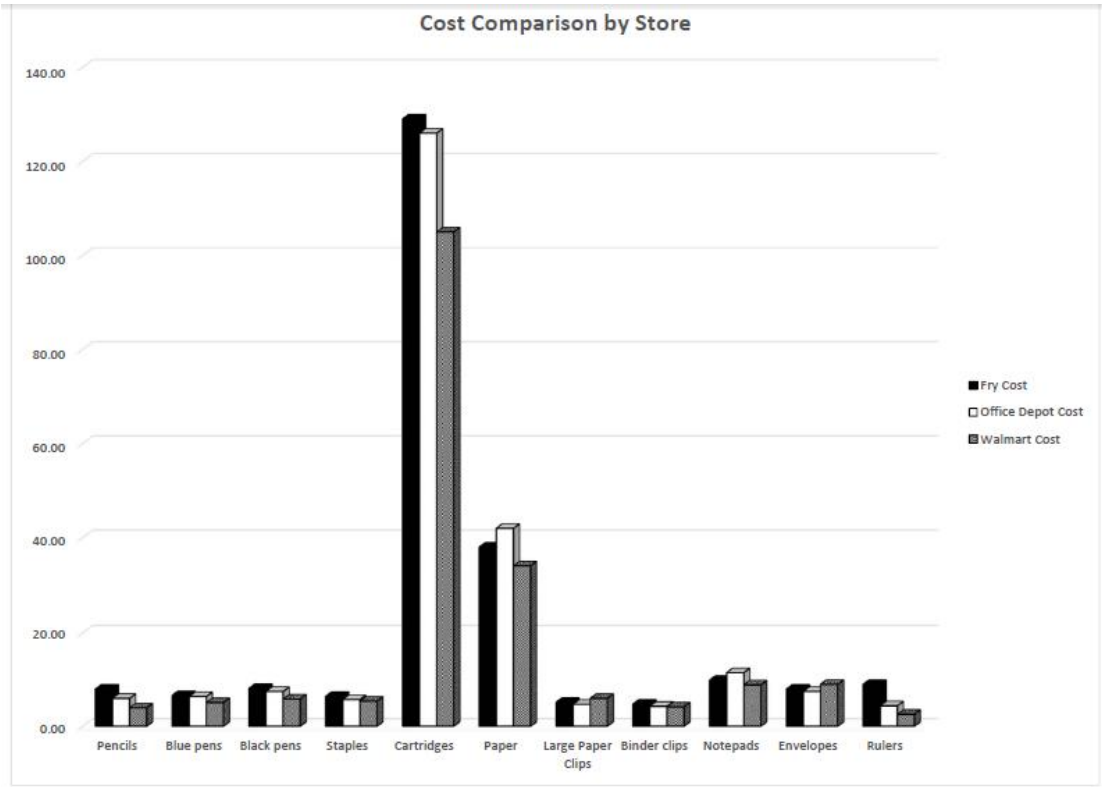
JOB 2: Format the Spreadsheet you created in Job 1

	A	B	C	D	E	F	G	H	I
1	**Standards Insurance Company**								
2	**Quantity**	**Size**	**ITEM**	**Fry**	**Fry Cost**	**Office Depot**	**Office Depot Cost**	**Walmart**	**Walmart Cost**
3	4	cases	Pencils	2.00	8.00	1.50	6.00	0.99	3.96
4	5	boxes	Blue pens	1.33	6.65	1.28	6.40	1.02	5.10
5	6	boxes	Black pens	1.36	8.16	1.25	7.50	0.98	5.88
6	5	boxes	Staples	1.29	6.45	1.15	5.75	1.08	5.40
7	3	unit	Cartridges	43.00	129.00	42.00	126.00	35.00	105.00
8	2	cases	Paper	19.00	38.00	21.00	42.00	17.00	34.00
9	4	boxes	Large Paper Clips	1.29	5.16	1.18	4.72	1.50	6.00
10	3	boxes	Binder clips	1.59	4.77	1.43	4.29	1.39	4.17
11	10	units	Notepads	0.99	9.90	1.15	11.50	0.89	8.90
12	1	cases	Envelopes	8.00	8.00	7.50	7.50	9.00	9.00
13	2	boxes	Rulers	4.50	9.00	2.20	4.40	1.29	2.58
14									
15	Subtotals				$233.09		$226.06		$189.99
16	Tax rate	8.25%			$19.23		$18.65		$15.67
17	**Total Spent**				**$252.32**		**$244.71**		**$205.66**

Contestant#
Job2

KEY

JOB 3: Create a 3-D Clustered Column Chart



Contestat#
Job3