

FUNDAMENTAL SPREADSHEET APPLICATIONS (06)

Regional– 2013

TOTAL POINTS _____ **(320)**

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 90 minutes testing time

No more than ten (10) minutes wrap-up

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Workplace Skills Assessment Program competition.

GENERAL INSTRUCTIONS

1. **Put your contestant number number in the right section of footer on each printout.** Your name or initials should **NOT** appear on any work you submit.
2. If you finish before the end of the testing time, notify the proctor. Time may be a factor in determining the winner in the event of a tie.
3. When turning in your contest, the jobs should be arranged in printout order.

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 student's responsibility.
 2. Check the spelling on all worksheets.
 3. Put your contestant number in the right section of footer on each printout. Your name or initials should NOT appear on any work you submit.
 4. Center worksheet vertically and horizontally on **one** page.
 5. Print all worksheets in Landscape format.
 6. In your spreadsheet, the column headings should be aligned at the bottom vertically and centered horizontally.
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Printout 1	Points Possible	Points Earned
Contestant # in right section of footer	5	
Worksheet centered vertically and horizontally	10	
Worksheet printed in landscape format	5	
Column headings centered, bolded and horizontally and vertically aligned at the bottom of the cell	10	
12 pt. Times New Roman font for data	5	
14 pt. Times New Roman font for title, merged and centered	5	
Column widths should be adjusted so there is no truncation of information.	10	
Center aligned the ID# column	10	
Other cells should be vertically bottom aligned and names left aligned and numbers right aligned	10	
Proper cells shaded in light gray	5	
Decimal point set at zero	5	
Typos (0 errors 40 points, 1 error 35 points, 2 errors 30 points, 3 or more errors 0 points)	40	
Total	120	

Printout 2	Points Possible	Points Earned
All formulas viewable and printed in landscape	20	
Correct formula used for average test score per student	20	
Correct formula used for class average test score	20	
Correct formula used for high grade score (must be max function)	20	
Correct formula used for low grade score (must be min function)	20	
Total	100	

Printout 3 (Chart)	Points Possible	Points Earned
2D clustered column chart	20	
Vertical axis is set at a maximum of 100	20	
Legend is the test number column headings	20	
Printed in landscape	20	
Chart centered vertically and horizontally on full sheet	20	
Total	100	


Mr. Smith has administered 3 tests to his students. As his student assistant, he wants you to create a spreadsheet that will give them a test average, determine the class


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average on each test, and determine the highest and lowest grade for the class on each test.


1. Design your spreadsheet like the one shown below using 12 pt. Times New Roman Font.
2. Column headings should be centered and bolded.
3. Column widths should be adjusted so there is no truncation of information.
4. For ease of reading, center the ID# in their column but all other cells should be vertically bottom aligned and names left aligned and numbers right aligned.
5. You must provide the formula to fill in the shaded cells. Shade those cells in a light gray.
6. The title for this spreadsheet should be Business Law 101 – Second Semester. Center the title over all columns and make it 14 pt. Times New Roman bold.
7. Format all averages to zero decimal points.

ID #	Student	Test 1	Test 2	Test 3	Test Average
10	Abernathy, A	54	62	75	
11	Zupp, S.	89	76	92	
12	Anderson, D.	95	96	98	
13	Hanson, B.	75	69	82	
14	Hall, E.	65	70	81	
15	Ingalls, B.	62	72	89	
16	Ivers, W.	91	89	96	
17	Anderson, S.	83	98	92	
18	Simpson, K.	87	92	98	
19	Knutson, B.	95	96	85	
20	Kruse, R.	78	82	86	
21	Beebout, T.	53	61	79	
22	Timmerman, J.	98	97	87	
	Class Average				
	Highest Grade				
	Lowest Grade				

 **PRINTOUT #1** – Print out your spreadsheet in landscape format.

 **PRINTOUT #2** – Print out your spreadsheet showing formula in landscape format. There should be no truncation of formula on the printout.

 Mr. Smith would like you to make a bar chart on a new page showing the high and low test score of each test. Make a 2D clustered column chart where the vertical axis has a maximum of 100 and the legend is the test number.

 **PRINTOUT #3** – Print out the bar chart.