



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 in the right section of the 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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Note to graders: Unless indicated differently, points are all or nothing.



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		
All formulas viewable and printed in landscape on one page	20	
Correct Avg Function used for average test score per student	20	
Correct Avg Function used for class average test score	20	
Correct Max Function used for high grade score	20	
Correct Min Function used for low grade score	20	
Total	100	
Printout 3 (Chart)		
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	



Print out 1

Business Law 101 – Second Semester

ID #	Student	Test 1	Test 2	Test 3	Test Average
10	Abemathy, A.	54	62	75	64
11	Zupp, S.	89	76	92	86
12	Anderson, D.	95	96	98	96
13	Hanson, B.	75	69	82	75
14	Hall, E.	65	70	81	72
15	Ingalls, B.	62	72	89	74
16	Ivers, W.	91	89	96	92
17	Anderson, S.	83	98	92	91
18	Simpson, K.	87	92	98	92
19	Knuts on, B.	95	96	85	92
20	Kruse, R.	78	82	86	82
21	Beebout, T.	53	61	79	64
22	Timmerman, J.	98	97	87	94
Class Average		79	82	88	
Highest Grade		98	98	98	
Lowest Grade		53	61	75	

Contestant #

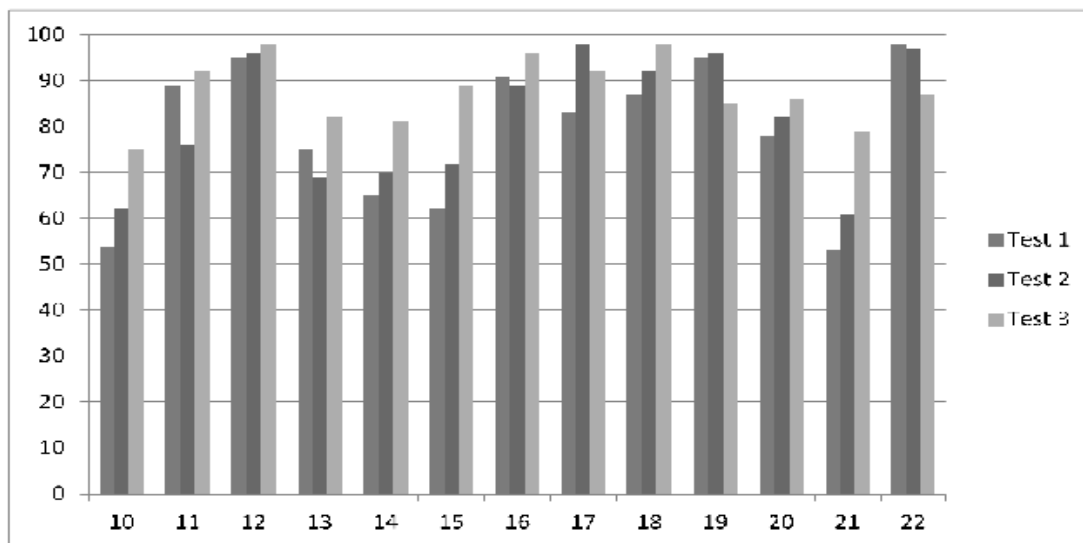


Business Law 101 – Second Semester

ID #	Student	Test 1	Test 2	Test 3	Test Average
10	Abernathy, A	54	62	75	=AVERAGE(C3:E3)
11	Zupp, S.	89	76	92	=AVERAGE(C4:E4)
12	Anderson, D.	95	96	98	=AVERAGE(C5:E5)
13	Hanson, B.	75	69	82	=AVERAGE(C6:E6)
14	Hall, E.	65	70	81	=AVERAGE(C7:E7)
15	Ingalls, B.	62	72	89	=AVERAGE(C8:E8)
16	Ivers, W.	91	89	96	=AVERAGE(C9:E9)
17	Anderson, S.	83	98	92	=AVERAGE(C10:E10)
18	Simpson, K.	87	92	98	=AVERAGE(C11:E11)
19	Knutson, B.	95	96	85	=AVERAGE(C12:E12)
20	Kruse, R.	78	82	86	=AVERAGE(C13:E13)
21	Beebout, T.	53	61	79	=AVERAGE(C14:E14)
22	Timmerman, J.	98	97	87	=AVERAGE(C15:E15)
Class Average		=AVERAGE(C3:C15)	=AVERAGE(D3:D15)	=AVERAGE(E3:E15)	
Highest Grade		=MAX(C3:C15)	=MAX(D3:D15)	=MAX(E3:E15)	
Lowest Grade		=MIN(C3:C15)	=MIN(D3:D15)	=MIN(E3:E15)	

Contestant #

Printout 3



Contestant #