

Georgia FBLA
2017 State Leadership Conference School-site Skills Testing
Computer Applications – Production Test

1. You have been assigned a “Competitor Code” on the front of your test packet. You will need to include this in the file name of every job that you attempt. You will use the following naming convention when naming your PDFs. For example, if your competitor code is 9023 and you are working on Job 2A, your PDF file name should be “9023-2A.” **Do not type your name or your school name on any file you create.**
2. You will have **two hours** to complete this test. Additional time will be allowed for general directions and warm-up. There is a good possibility that you may not complete every problem. Many of the problems are designed to build upon prior work; therefore, it is important that you complete the tasks in the order presented in the test. At the completion of the test or the end of the two hours, you will be allowed to create your PDFs and upload all documents you want graded. You are not allowed to make any changes to the files once the hour is over other than creating the PDFs. Each job that you want graded must be uploaded as a separate PDF.

Job No.	Document Type	Point Value
1	Spreadsheet	10
2	Chart	10
3	Spreadsheet	15
4	Presentation	20
5	Database with Report and Queries	25
6	Word Processing with Mail Merge from Database	10
7	Word Processing Flyer	10

3. You should have your own pens, pencils, dictionaries, or word-division manuals. You are **not** to borrow these items from others during the test. Keyboarding books and reference manuals are **not** allowed. You **DO NOT** need a Format Guide for this test. **You are not allowed to use your own copy of the Format Guide.**
4. You must carefully proofread all your work because results are based on accuracy of printed copy. Two (2) or five (5) points will be deducted for each typographical error. A panel of judges for this event will evaluate your documents. All decisions of the judges are final.
5. After the test begins, no help may be given to you concerning the normal operation of the equipment. However, if your machine fails, call the proctor.
6. When you have completed the exam, you will need to turn in all your materials, including the test, any pages you have printed out. You will also need to upload all documents you want graded.
7. Once you have uploaded all documents online, you must return your testing materials to the white testing envelope that was provided.

DO NOT OPEN THE TEST UNTIL GIVEN PERMISSION TO DO SO.
GOOD LUCK!

Upload your testing materials for judging to:

<https://georgiafbla.wufoo.com/forms/2017-slc-computer-applications/>

Column A	Column B	Column C	Column D	Column E	Column F
Prescott Jones & Company					
Sales 2016					
	June	July	August	September	TOTAL
Patel	2400	1860	1250	3125	
Batchelor	6650	6360	4500	7425	
Gargiulo	4350	3860	2750	3775	
Lister	2700	2610	1000	4175	
Stallings	2500	7610	6675	3250	
Hope	8400	3360	1500	7525	
TOTAL					

1. Key the spreadsheet above.
2. Compute totals for each sales person in Column F.
3. Below the total row, add a row for AVERAGE (label row title in all capitals) and compute the average for each month.
4. Compute the totals for each month. Adjust width of columns where needed.
5. Format the values for all sales entries using currency. All numbers should be formatted with two decimal places.
6. Add column G and name it BONUS (label column title in all capitals). Devise a formula that will display a “yes” if the salesperson’s total sales for the four-month period are \$18,000 or more. If the sales are less than \$18,000, display a “no.” Use this formula for each salesperson to determine if he/she is receiving a bonus this year. Center the results.
7. Merge and center the worksheet title. Apply the Heading 1 style to the worksheet title. Apply the Heading 3 style to the column headings in row 2 and center align.
8. Insert a blank row between the subheading and the column headings.
9. Center, bold, and italicize the column headings. Bold and italicize the total and average row headings. Shade the values for each salesperson in the total column.

Print Job 1-A: Spreadsheet with gridlines, portrait orientation, and centered horizontally. Save this job as a PDF using the file name “#####-1A,” replacing ##### with your competitor code.

Print Job 1-B: Spreadsheet, landscape orientation to fit on one page showing formulas. Save this job as a PDF using the file name “#####-1B,” replacing ##### with your competitor code.

JOB 2: Chart (10 points)

Open the spreadsheet from Job 1. Create a chart showing the four quarters of sales for each salesperson.

- Create a clustered column chart with 3D effects.
- Prescott, Jones, & Company—June-September Sales is the chart title, place it above the chart.
- Label “Salesperson” for the x-axis and “Sales Amount” for the y-axis.
- This chart should appear on a separate sheet.
- Change the alignment of the x-axis labels to 180 degrees.
- Change the size of the axis titles to 12 point.
- Change the size of the text in the legend to 10 point.
- Change the size of the chart title to 16 point.
- Change the color of the fourth series (September) to be black.

Print Job 2: Clustered column chart. Save this job as a PDF using the file name “#####-2,” replacing ##### with your competitor code.

JOB 3: Loan Calculator (20 points)

Create a spreadsheet that calculates the monthly payment on a loan. The user will enter a description of the item, the sales price, the amount of the down payment, the interest rate, and the number of years. The spreadsheet will calculate the principal amount and the monthly payment. A sample Loan Calculator Spreadsheet is shown below.

Loan Calculator	
Item	2013 Chevrolet Tahoe
Sales Price	\$47,000.00
Down Payment	\$4,000.00
Principal	\$43,000.00
Interest Rate	2.99%
Years	5
Payment	\$601.80

Print the spreadsheet showing the results of the following loans:

Print Number	Item	Price	Down Payment	Interest Rate	Years
Print Job 3-A. Save this job as a PDF using the file name "####-3A," replacing #### with your competitor code.	2014 Acura MDX	\$42,000	4,000	5.5%	5
Print Job 3-B. Save this job as a PDF using the file name "####-3B," replacing #### with your competitor code.	Home, 3935 Old Atlanta Station Drive	\$259,000	\$50,000	4.75%	30
Print Job 3-C. Save this job as a PDF using the file name "####-3C," replacing #### with your competitor code.	Ford E-250 Cargo Van	\$30,000	\$5,000	6.25%	5

Print Job 3-D. Spreadsheet, landscape orientation to fit on one page showing formulas. Save this job as a PDF using the file name "####-3D," replacing #### with your competitor code.

Job 4: Presentation (20 points)

1. Create a presentation to be used in an upcoming meeting to discuss the new room service menu items. You are not responsible for any slide show effects, only content.
2. Use the Title Slide as your first slide. Use Arial Bold as the font, in a size appropriate for the slide. Add your name as the subtitle. Italicize the subtitle.
3. Be creative when creating the slides. You must include at least two photographs or clipart images within the slides.

Slide 1: Room Service Menu

Slide 2: New Breakfast Items

Served from 6:00 am – 11:00 am

- Hot Steel Cut Oatmeal
- Honey Roasted Granola
- Berries and Yogurt Parfait
- Homemade Breakfast Potatoes
- Daily Bakery and Pastry Items
- Bounty of Fruit and Berries

Slide 3: New Lunch Items

- Country Fresh Onion Soup
- Caesar Salad “Your Way”
- Bistro Steak Salad
- Tomato & Fresh Mozzarella Flatbread
- Margherita Pizza
- Tradewind Club Sandwich
- Grilled Chicken Quesadilla

Slide 4: New Dinner Items

- Pan Seared Diver Scallops
- Key West Shrimp Martini
- Seared Sesame Crusted Tuna
- Tian of Summer Vegetables
- Pan Roasted Salmon
- Grilled New York Strip Steak
- Steamed Asparagus

Slide 5: New Children’s Menu Items

- Rigatoni Pasta
- Chicken Littles
- Fruit Cup
- Chicken Breast Salad

Slide 6: New All Night Items

- Bistro Steak Salad
- Whisperjet Burger
- Key Lime Tart
- Dulce de Leche Cheesecake

Print to .pdf Job 4: Presentation with six slides on one page, color. Save this job as a PDF using the file name “####-4,” replacing ##### with your competitor code.

Job 5: Database with Reports and Queries (25 points)

Using the data provided below, design and create a database for the UGA Continuing Educational Program. The database should have two tables: Seminar and Instructor.

Instructor Table

InstID	InstTitle	Instructor FirstName	Instructor LastName	InstructorAddress	InstCity	InstState	InstZip
UGA133	Dr.	Deborah	Hooks	210 Stonewall Ave.	Athens	GA	30605-3324
UGA144	Ms.	Vivian	Johnson	504 W. College St.	Athens	GA	30601-3288
UGA232	Mr.	Tom	McAllister	200 Ellaville Rd.	Watkinsville	GA	30677-2319
UGA562	Mrs.	Brenda	Smith	1001 North St.	Athens	GA	30609-7421
UGA348	Dr.	Angela	Curtis	11471 Hwy 57.	Madison	GA	30650-7729

Seminar Table

SemID	SeminarName	Seminar Date	Seminar BeginTime	Seminar Length	Seminar Cost	Assigned Instructor
CP821	Computer Programming Basics	August 31, 2017	9:00 a.m.	4 hours	\$150	UGA232
MG280	Human Resource Management	June 30, 2017	9:00 a.m.	8 hours	\$245	UGA348
MS201	Management Information Systems	July 1, 2017	9:00 a.m.	6 hours	\$180	UGA144
AC183	Accounting Updates	July 1, 2017	2:00 p.m.	4 hours	\$150	UGA562
FI283	Introduction to QuickBooks	August 1, 2017	8:00 a.m.	8 hours	\$300	UGA133

Print to .pdf Job 5-A: Create and print to .pdf a report that lists the Instructor Title, Instructor First Name, Instructor Last Name, and complete address. List the instructors in descending alphabetical order by last name. Include the title “Instructor List – Continuing Education 2017” at the top of the report. Save this job as a PDF using the file name “#####-5A,” replacing ##### with your competitor code.

Print to .pdf Job 5-B: Create and print to .pdf a report that lists Seminar Name, Seminar Date, Seminar Beginning Time, and Seminar Cost. Include the title “UGA Continuing Education Program – 2017” at the top of the report. List the classes in order by date and beginning time. (This same information will be used later in Job 7.) Save this job as a PDF using the file name “#####-5B,” replacing ##### with your competitor code.

Print to .pdf Job 5-C: Create and print to .pdf a query that lists the Seminar ID, Seminar Name, and Instructor First Name and Last Name of all seminars that will be taught on July 1, 2017. Save this job as a PDF using the file name “#####-5C,” replacing ##### with your competitor code.

Print to .pdf Job 5-D: Create and print to .pdf a query that lists the Seminar ID and Seminar Name of all the seminars that cost at least \$200. Save this job as a PDF using the file name “#####-5D,” replacing ##### with your competitor code.

Print to .pdf Job 5-E: Create and print to .pdf a query that lists the Instructor First Name and Last Name of all instructors teaching seminars that cost less than \$200. Save this job as a PDF using the file name “#####-5E,” replacing ##### with your competitor code.

Print to .pdf Job 5-F: Create and print to .pdf a query that lists the Title, First Name, Last Name, and City of all the instructors who live outside of Athens. Save this job as a PDF using the file name “#####-5F,” replacing ##### with your competitor code.

Print to .pdf Job 5-G: Create and print to .pdf a query that lists the Instructor Title, First Name, Last Name, Address, City, State, and Zip from the Instructor Table; and the Seminar Name, Seminar Date, Begin Time and Seminar Length from the Seminar Table. (This query will also be used for the mail merge letter in Job 6.) Save this job as a PDF using the file name “#####-5G,” replacing ##### with your competitor code.

Job 6: Word Processing with Mail Merge from Database Table (10 points)

Use the data from the database query you created in **5-G** as the data source for the following mail merge letter.

Key the letter according to the FBLA-PBL Format Guide. The salutation of each letter should include “Dear” with the instructor’s title and last name (for example, Dear Mrs. Smith). The letter is from Mr. Trey Grooms, Coordinator, Continuing Education Program. Supply all necessary letter parts; use the current date. Use the following paragraphs for the body of the letter:

¶Plans for the UGA Continuing Education program have been published. The seminars have been scheduled and our instructors have been assigned. Thank you once again for agreeing to lead a seminar in our program. The professionals gain so much from this program and continue to come back each year. ¶You have agreed to teach <SeminarName> on <SeminarDate> beginning at <BeginTime>. This seminar is schedule to last for <SeminarLength> hours. ¶A schedule of all available seminars is enclosed for your information. You are welcome to attend other seminars as you wish, free of charge. As always, lunch will be provided for the instructors in the dining hall at Noon each day. I look forward to seeing you on <SeminarDate>. If I can be of assistance or answer any questions before then, please do not hesitate to call me.

Print to .pdf Job 6-A: The letter showing the merge fields. Save this job as a PDF using the file name “####-6A,” replacing #### with your competitor code.

Print to .pdf Job 6-B: The merged letters. Save this job as a PDF using the file name “####-6B,” replacing #### with your competitor code.

Job 7: Word Processing Flyer (10 points)

Use the following information to create a flyer for the Summer Adult Education Program. Be creative with your use of clip art and appropriate type sizes and styles. Include a page border of some type on the flyer, and make use of the full page. Additional instructions are given in parentheses.

The UGA Center for Continuing Education
announces

The 2017 Continuing Education Program

This year’s seminars include:

(List the Seminar Name, Seminar Date, Beginning Time, and Cost of each Seminar—this is the same information in the report you created in problem 5-B.)

Registration begins immediately and space is limited. Call the UGA Center for Continuing Education at 1-706-542-3537 to reserve your space soon.

Seminar fees may be paid by cash, check, or credit card. Cancellations will be accepted if cancelled 72 hours prior to the beginning of the seminar. Substitutions will be accepted at any time until the seminar begins.

All seminars will be held at the UGA Center for Continuing Education at 1197 South Lumpkin Street. For directions and more information, visit www.georgiacenter.uga.edu or call Trey Grooms at 1-706-542-3537.

Print to .pdf Job 7: The flyer. Save this job as a PDF using the file name “####-7,” replacing #### with your competitor code.