Georgia FBLA
2017 State Leadership Conference School-site Skills Testing
Spreadsheet 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 **one hour** 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 hour, you will be allowed to create your PDFs and upload all of the 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 with Basic Function	15
2	Pie Chart	10
3	Spreadsheet with IF Statement	10
4	Column Chart	10
5	Spreadsheet with Filter	10
6	Spreadsheet with VLOOKUP and PMT Functions	15
7	Statement of Retained Earnings	15
8	Spreadsheet	15

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.

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 of your materials, including the test, any pages you have printed out. You will also need to upload all of the documents you want graded.

7. Once you have uploaded all of your 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-spreadsheet-applications/

GENERAL DIRECTIONS

- Read carefully and follow all steps in the following production jobs.
- Before printing, resize columns so that all data shows on the printouts.
- When printing, make any necessary adjustments to column size, orientation, margins, and chart/object size to make the documents fit on one page. Print with a header or footer that contains the job number, name, school, and state.

JOB 1: Spreadsheet (15 Points)

John Jamison is a local business owner of a JJJ Enterprises. Create a single file named "JJJE" with a sheet named "4th Quarter" from the information below.

JJJ Enterprises – 4th Quarter

Revenue		112,000
Repairs Expense	1,640	
Advertising Expense		
Benefits Expense	5,432	
Depreciation Expense	4,150	
Income Tax Expense	7,483	
Rent Expense	1,304	
Salary Expense	31,028	
Supplies Expense	2,119	
Telephone Expense	1,872	
Utilities Expense	3,608	
Miscellaneous Expense	1,421	
Total Expenses		
Net Income		
Advertising Rate	7.50%	

- The title for each column should be centered above the columns, Times New Roman font, and size 14. The account names should be bold, Arial font, size 10 with light shading. All currency should be formatted to include commas, dollar signs, and two decimal places. All amounts should be decimal-aligned, when possible

- Use formulas to calculate the following answers:

    o Advertising Expense (Revenue X Advertising Rate)

    o Total Expenses, which should be displayed in the same column as the Revenue data

    o Net income (Revenue-Total Expenses)

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

Print Job 1-B: Spreadsheet displaying formulas. Save this job as a PDF using the file name "####-1b," replacing #### with your competitor code.

JOB 2: Pie Chart (10 Points)

From Job 1, create a pie chart from the expenses only. Create the chart on its own sheet, add the title Expenses, Arial, size 24. Label the legend and add data labels that display the amount only. Rotate the chart so the largest expense is at the top of the pie.

Print Job 2: Pie chart on a single sheet. Save this job as a PDF using the file name "####-2," replacing #### with your competitor code.

JOB 3: Spreadsheet with IF Statement (10 Points)

John Jamison has asked us to develop a spreadsheet based upon his vendors. The list of vendors below and their accounts also should have the label Regular or Priority. For those vendors who have more than 12 accounts–they should be designated as **Priority Vendor**. For those who have 12 or fewer accounts, they should have the designation **Regular**.

Paula Davies, 15 accounts
Sherry Jackson, 9 accounts
Christi Thomas, 12 accounts
Brian Herndon, 13 accounts
Xing Lin, 11 accounts
Hannah McNeil, 10 accounts
Trip Medley, 14 accounts
Griff Morgan, 6 accounts
Sherri English, 8 accounts

Use an IF function to determine which of the vendors receive the "Regular" or the "Priority Vendor" designation.

Print Job 3-A: Spreadsheet. Save this job as a PDF using the file name "####-3A," replacing #### with your competitor code.

Print Job 3-B: Spreadsheet displaying formulas. Save this job as a PDF using the file name "####-3B," replacing #### with your competitor code.

JOB 4: Column Chart (10 Points)

From the spreadsheet created in Job 3, create a column chart to show each vendor and his or her number of accounts. Create the chart on its own sheet. Add the title "Vendors" to the chart, Arial font, size 24. On the horizontal axis, add the title "Vendors" and on the vertical axis, add the title "Accounts". The format for these titles should be Arial font, size 12. The column for all vendors who are priority should be filled with a gradient fill. The legend should be removed and data labels should be applied to each column.

Print Job 4: Column chart on a single sheet. Save this job as a PDF using the file name "####-4," replacing #### with your competitor code.

JOB 5: Spreadsheet with Filter (10 Points)

Using the spreadsheet from Job 3, create a filter to show only the vendors with more than 10 accounts.

Print Job 5: Spreadsheet with filter. Save this job as a PDF using the file name "####-5," replacing #### with your competitor code.

JOB 6: Spreadsheet with VLOOKUP and PMT Functions (15 Points)

Jack Andrews plans to buy a house and is trying to determine the best option.

House Amount	225,000
Down Payment	20,000
Loan Amount	
Interest Rate	
Length of Loan (years)	30
Monthly Payment	

The formula for the Loan Amount is determined by (house amount – down payment).
The interest rate is based on the down payment. Use the table below:

Down Payment	Interest Rate
10,000	7.00%
15,000	6.85%
20,000	6.75%
25,000	6.55%

- Use the VLOOKUP or similar function to determine the interest rate.

- Use the PMT or similar function to calculate the monthly payment. Ensure that all amounts are positive by making the formula negative.

- Format all dollar amounts with a dollar sign, commas, and two decimal places. Format all interest amounts with a percent sign and two decimals.

Print Job 6-A: Spreadsheet. Save this job as a PDF using the file name "####-6A," replacing #### with your competitor code.

Print Job 6-B: Spreadsheet displaying formulas Save this job as a PDF using the file name "####-6B," replacing #### with your competitor code.

Job 7—Statement of Earnings and Retained Earnings (15 points)
Create the spreadsheet shown in Figure 1 below. Use formulas to calculate the figures in the two **subtotal** rows, the **earnings before provisions for income taxes** (Revenue-Cost and expenses) row, and the **net earnings** row. Format the spreadsheet with spacing, alignment, and dollar signs as shown.

Figure 1

	Davidson Department Stores **Statement of Earnings and Retained Earnings** **Year Ending December 31, 2016**	
	Current Year	**Previous Year**
Revenue		
Net sales	$56,301,306	$54,554,740
Cost and expenses		
Cost of merchandise sold	23,175,026	22,732,221
Selling and administrative expenses	21,021,459	9,038,050
Interest expense	412,982	410,532
Subtotal		
Earnings before provisions for income taxes		
Provision for income taxes		
Federal	4,609,173	3,906,972
State	490,357	453,978
Subtotal		
Net earnings		

Print to .pdf 7-A.   Print the formatted spreadsheet on one page. Save this job as a PDF using the file name "####-7A," replacing #### with your competitor code.

Print to .pdf 7-B.   Print the spreadsheet showing the formulas. Format so that the entire formula will be shown. Print in landscape orientation and fit on one page. Save this job as a PDF using the file name "####-7B," replacing #### with your competitor code.

Make the following changes in the spreadsheet:

1.   Reduce the Interest Expense for each year by 8%.
2.   Increase the State Taxes for each year by 15%.

Print to .pdf 7-C. Print the revised spreadsheet. Save this job as a PDF using the file name "####-7C," replacing #### with your competitor code.

Job 8—Spreadsheet (15 points)

1.   Input the following Profit & Loss Statement into a spreadsheet as shown below:

Jessica's Fabulous Photography
Profit & Loss Statement
For Month Ending June 31, 2016

		% of Total Income
Income		
Wedding Pictures	93386.67	
Photo Booth Rental	23311.03	
All Others	57285.44	
Total Income		
Cost of Goods Sold		
Raw Materials	67552.22	
Packaging Materials	8892.66	
Shipping Boxes	3767.53	
Total COGS		
Gross Profit		
Expenses		
Bank Service Charges	179.50	
Freight & Delivery	9321.36	
Insurance	5151.75	
Interest Expense	567.90	
Payroll Expenses	34667.37	
Rent	4700.00	
Repairs	1356.00	
Utilities	243.63	
Total Expenses		
Net Income		

2.   Merge and center the first three lines so that the titles are centered horizontally over the rest of the spreadsheet. Change the typeface to bold and make the first line of the heading 18 point size.

3.   Change all of the leftmost headings to italics (Income, Total Income, Cost of Goods Sold, Total COGS, Gross Profit, Expenses, Total Expenses, and Net Income).

4.   Enter appropriate formulas for Total Income, Total COGS, and Total Expenses. Format these cells to show the dollar sign symbol and two decimal places.

5.   Enter formulas to calculate Gross Profit and Net Income. Format these cells to show the dollar sign symbol and two decimal places.

6.   In the cells under **% of Total Income**, enter formulas to show the percent of sales represented by each income category, Wedding Pictures, Photo Booth Rental, etc. Format these cells to show a percent sign and two decimal places.

7.   Format any remaining cells containing dollar amounts to display commas where needed and two decimal places, but no dollar sign. The dollar sign symbol should only appear in the cells indicated previously.

Print 8-A.   Print the formatted spreadsheet. Save this job as a PDF using the file name "####-8A," replacing #### with your competitor code.

Print 8-B.   Print the spreadsheet displaying all formulas. Save this job as a PDF using the file name "####-8B," replacing #### with your competitor code.