Overview

Spreadsheet skills are necessary to convert data to information in business. This event recognizes FBLA members who demonstrate that they have acquired skills for spreadsheet development in business.

This event consists of two parts: an objective test taken at the NLC and a skills production test taken prior to the NLC.

Competencies and Task Lists

http://www.fbla-pbl.org/docs/ct/FBLA/SPREADSHEETAPPLICATIONS.pdf

Website Resources

- Excel Tutorial
  http://people.usd.edu/~bwjames/tut/excel/
- Free Excel file downloads
  http://www.j-walk.com/ss/excel/files/index.htm
- Spreadsheet Basics
  http://www.tutorialsforopenoffice.org/tutorial/Spreadsheet_Basics.html

SPREADSHEET APPLICATIONS SAMPLE QUESTIONS

1. If a value of 2 is stored in cell C5, and 5 is stored in cell D5, what will be displayed if =C5*D5 is keyed in cell E5?
   a. 7
   b. C5*D5
   c. E5
   d. 10

   Competency: Formulas

2. This is a small black dot in the right corner of the active cell has a number of uses including copying a cell's contents to adjacent cells or creating a series.
   a. Autofilter
   b. Fill handle
   c. Paste options button
   d. Filter list arrow

   Competency: Formulas

3. Assume number of laps is in column A, length is in column B, and width is in column C. Which one of the following formulas would compute the distance traveled around a rectangular field for data in row 5?
   a. =A5*(2*B5+2*C5)
   b. =A5+2*(B5+C5)
   c. =2*(B5+C5)
   d. =(A5+B5+C5)*2

   Competency: Formulas

4. This data tool would be ideal to use in order to find the magic number one cell that contains a total for expenses needs to be to balance a budget.
   a. goal seek
   b. filter
   c. consolidate
   d. trace dependents

   Competency: Formulas

5. To create a named range, simply highlight the range and type the desired name in the:
   a. Name box
   b. Header
   c. Formula bar
   d. Column heading

   Competency: Formulas

6. A(n) _____ takes a value or values, performs an operation, and returns a result to the cell.
   a. cell
   b. argument
   c. operation
   d. function

   Competency: Functions

7. Which one of the following best describes a type of cells in which you can change values at any time?
   a. unprotected
   b. protected
   c. hidden
   d. locked

   Competency: Functions

8. Which one of the following is **not** an acceptable spreadsheet file extension?
   a. ODS
   b. OLE
   c. XLSX
   d. XLS

   Competency: Functions

9. Which one of the following math functions **cannot** be performed using AutoCalculate:
   a. sum
   b. count
   c. multiply
   d. average

   Competency: Functions

10. To select several cells or ranges that are not touching each other, you would:
    a. hold down CTRL + SHIFT
    b. hold down the ALT key
    c. hold down the CTRL key
    d. hold down the SHIFT key

Competency: Functions

11. The rectangular area that labels the markers or symbols used in a chart.
    a. x-axis
    b. chart area
    c. y-axis
    d. legend

Competency: Functions

12. Changing the color mode of an inserted image to Washout or otherwise lowering the image transparency results in:
    a. making the image appear lighter
    b. the image being moved into the background
    c. a black and white image
    d. changing the colors to a brighter version

Competency: Graphics, Charts, and Reports

13. Which one of the following is **not** an option for the shape of the bars in a column chart?
    a. cylinder
    b. cone
    c. pyramid
    d. trapezoid

Competency: Graphics, Charts, and Reports

14. A chart sheet can contain this, enabling you to display several charts at once within a single sheet.
    a. embedded charts
    b. only one data set
    c. only a single chart
    d. multiple graphics

Competency: Graphics, Charts, and Reports

15. To move one slice of a pie chart away from the pie creates a(n):
    a. exploded pie chart
    b. exponential pie chart
    c. spontaneous pie chart
    d. perfect pie chart

Competency: Graphics, Charts, and Reports

16. Which of the following is **not** a general purpose for using spreadsheets?
    a. to interpret data using charts and graphs
    b. to keep track of personal budgets
    c. to present graphical findings with extensive narrative
    d. to analyze financial scenarios

    Competency: Purpose for Spreadsheets

17. Which one of the following is **not** an example of spreadsheet software?
    a. Open Office Calc
    b. Microsoft Excel
    c. Oracle Fusion
    d. Microsoft Works Spreadsheet

    Competency: Purpose for Spreadsheets

18. Which one of these is **not** one of the three parts of an IF function?
    a. a logical test
    b. a what-if analysis
    c. an action to take if the condition is false
    d. an action to take if the condition is true

    Competency: Purpose for Spreadsheets

19. Utilizing Pivot Tables in a spreadsheet is much like utilizing these in a database:
    a. Forms
    b. Data tables
    c. Queries
    d. Macros

    Competency: Pivot Tables and Advanced Tools

20. The procedure to update a PivotTable with changes in the numerical figures is to:
    a. make changes to the PivotTable, and then use the Refresh Data command
    b. make changes to the list first, and then use the Refresh Data command
    c. make changes directly to the PivotTable
    d. use the Refresh Data command

    Competency: Pivot Tables and Advanced Tools

21. The process of finding and correcting errors in a worksheet is:
    a. Debugging
    b. Editing
    c. Checking
    d. Fixing

    Competency: Pivot Tables and Advanced Tools

22. To put a stored macro into action:
    a.   open the macro
    b.   print the macro
    c.   insert the macro
    d.   run the macro

Competency: Macros and Templates

23. Typically, new templates should be saved:
    a.   as HTML documents
    b.   to a CD-ROM for distribution
    c.   to the program's templates folder
    d.   to an external storage device, such as a USB drive

Competency: Macros and Templates

24. What must a data range have before subtotals can be inserted?
    a.   enough records to show multiple subtotals
    b.   sorted data
    c.   formatted cells with banded rows
    d.   grand totals

Competency: Filters and Extraction of Data

25. Which would be a logical secondary sort field for an address list if the primary sort field is Last Name?
    a.   State
    b.   First Name
    c.   Zip code
    d.   Age

Competency: Filters and Extraction of Data

26. If Bruce specifies Jan? as the search criteria, it will locate all of the following records **except**:
    a.   Jane
    b.   Jamie
    c.   Jany
    d.   Jani

Competency: Filters and Extraction of Data

27. You can easily add formatting to a spreadsheet table by using:
    a.   Print areas
    b.   Calculated columns
    c.   Table styles
    d.   Print titles

Competency: Format and Print Options

28. Which one of the following tasks **cannot** be completed in the Print Preview page setup/format page dialog boxes?
    a. add footer/header
    b. change paper size
    c. insert comments/notes
    d. set to print gridlines

    Competency: Format and Print Options

29. This feature causes adjacent rows to have different formatting so that each record in the table is distinguished from surrounding rows.
    a. row banding
    b. search validation
    c. centering and merging
    d. filtering

    Competency: Format and Print Options

30. The operation of making a cell turn red or bold automatically if it exceeds a certain value is called:
    a. integration
    b. absolute formatting
    c. exponentiation
    d. conditional formatting

    Competency: Format and Print Options