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 that must be submitted online by the third Friday of May to the national center.

This is an individual event.

Competencies and Task Lists
http://www.fbla-pbl.org/competitive-event/spreadsheet-applications/

Website Resources
- Spreadsheet Basics
  http://www.tutorialsforopenoffice.org/tutorial/Spreadsheet_Basics.html
- Spreadsheet Glossary
  http://www.spreadsheetguys.com/glossary

SPREADSHEET APPLICATIONS SAMPLE QUESTIONS

1) What function would you use to count the number of cells in a range that are **not** empty?
    A) COUNTTEXT
    B) COUNT
    C) COUNTA
    D) COUNTBLANK

    Competency: Formulas

2) Which formula will average the contents of cells L4, L5, L6, L7 and L8?
    A) =L4:L8
    B) =ag(L4:L8)
    C) average(L4:L8)
    D) =average(L4:L8)

    Competency: Formulas

3)

	A	B	C
1		Sales	Bonus
2	Sharon	$150,000	
3	Michele	$140,000	
4	German	$130,000	
5	Bradley	$90,000	

Using the spreadsheet pictured above, what function would you use to find the total of all sales for each salesperson?
A) SUM
B) TOTAL
C) ADDITION
D) COUNT

Competency: Formulas

4) You can ensure correctness in your formulas by carefully checking them with what?
A) Range Finder
B) the ribbon
C) the requirements document
D) the edit menu

Competency: Formulas

5) In Excel, what is it called when you reference cells from different worksheets?
A) different referencing
B) mixed referencing
C) 3-D referencing
D) worksheet referencing

Competency: Formulas

6) Which one of the following is the correct result of the auto fill series pattern Sunday,Tuesday?
A) Saturday, Sunday, Monday
B) Monday, Wednesday, Friday
C) Wednesday, Thursday, Saturday
D) Thursday, Saturday, Monday

Competency: Formulas

7) Which file format saves only the text and values that are displayed in the cells of the active worksheet and the columns of data are separated by commas?
A) XML
B) CSV
C) HTML
D) TXT

Competency: Functions

8) In Excel, by default numeric values are aligned to which side?
A) left
B) center
C) right
D) justified

Competency: Functions

9) Which tool will rotate text so it appears diagonally in a cell?
A) Orientation alignment tool
B) Rotate text
C) Rotate and angle
D) Vertical text

Competency: Functions

10) What is the best way to make notes in an Excel document for others to view regarding items to check or change?
A) add comments
B) print out the worksheet and make notes
C) add a notes column
D) insert a text box

Competency: Functions

11) Ms. Hardy created a budget with a spreadsheet program. She emailed the budget to the other members of the committee to get their feedback. When they email the budget back to her what feature will show her their ideas?
A) Share All
B) Encrypt
C) Track changes
D) Save As

Competency: Functions

12) Which formula should be used to reference a value in cell G14 on Sheet 4 of a workbook?
A) =Sheet4*G14
B) Sheet4!=G14
C) =G14toSheet4
D) =Sheet4!G14

Competency: Functions

13) What feature will add arrows to a chart?
A) DataTable
B) SmartArt
C) ChartArt
D) Layout Option

Competency: Graphics, Charts, and Reports

14) In which direction does Excel rotate a chart when the Increase X Rotation button is clicked?
A) backward tilt
B) clockwise
C) counterclockwise
D) forward tilt

Competency: Graphics, Charts, and Reports

15) To move one slice of a pie chart away from the pie creates which one of the following types of charts?
A) Exploded pie chart
B) Symmetrical pie chart
C) Exponential pie chart
D) Spontaneous pie chart

Competency: Graphics, Charts, and Reports

16) You are on an interview for a new position at a marketing agency, they see on your resume you have spreadsheet experience and they have not used spreadsheets before. What would **not** be a good suggestion of how they could use spreadsheets?
A) creating budgets for the company
B) typing a letter to different recipients
C) keep track of visitors from a trade show
D) keeping track of project targets and expenses

Competency: Graphics, Charts, and Reports

17) What type of product can be created with spreadsheet software?
A) A presentation
B) A text document
C) A desktop publishing product
D) A database

Competency: Purpose of Spreadsheets

18) What is a series of fixed payments also known as?
A) a mortgage
B) a loan
C) an annuity
D) amortization

Competency: Purpose of Spreadsheets

19) Which spreadsheet feature allows users to expand and collapse levels of data and drill down to details about the data?
A) AStraight-Lined Scatter Chart
B) A DataReport
C) A FileMaker Table
D) A PivotTable

Competency: Pivot Tables and Advanced Tools

20) Though Access is designed to manage this kind of system, Excel also can be used as what kind of tool?
A) Formula
B) Presentation
C) Database
D) Spreadsheet

Competency: Pivot Tables and Advanced Tools

21) An embedded chart is:
A) drawn on the same worksheet as the data
B) on a different page in a workbook
C) linked from a separate workbook
D) opened in a web browser

Competency: Pivot Tables and Advanced Tools

22) Why would you create an Excel template?
A) there is no difference between a template and a workbook
B) to develop consistency between workbooks
C) to become published on the Microsoft Excel website
D) you cannot create templates in Excel

Competency: Macros and Templates

23) To save a chart as a template, click the Save As Template button in which tab?
A) Insert
B) Layout
C) Format
D) Design

Competency: Macros and Templates

24) Which file format must a workbook be saved in for future use as a template?
A) PDF
B) TMP
C) XPS
D) Template

Competency: Macros and Templates

25) Which feature is used to reorder data in a worksheet?
A) Select
B) Filter
C) Format
D) Sort

Competency: Filters and Extraction of Data

26) What is the wild card character that represents one character in a search string?
A) The question mark ?
B) The at symbol @
C) The asterisk *
D) The exclamation mark !

Competency: Filters and Extraction of Data

27) When you link workbooks in Excel, what are you doing?
A) Combining two or more workbooks with an external open and active reference.
B) Combining two worksheets with an icon allowing you to hyperlink to a new file.
C) Creating a connection between two or more text boxes that shows overflow of text in a cell.
D) Creating a hyperlink to a new workbook.

Competency: Filters and Extraction of Data

28) Copy Data Validation, Skip Blanks, Keep Source Column Widths, and Copy Chart Formats are all part of which of Excel's features?
A) Paste Special
B) Print
C) Insert
D) Automatic Formatting

Competency: Format and Print Options

29) What is the definition of conditional formatting?
A) formatting a cell based on its value or contents
B) formatting based on a table style
C) formatting that includes all known variables
D) formatting a spreadsheet based on a conditional function

Competency: Format and Print Options

30) When printing a spreadsheet which feature can be selected from the Print Menu to display the lines of a spreadsheet that display the cells?
A) Cell borders
B) Multi-lines
C) Format lines
D) Gridlines

Competency: Format and Print Options

SPREADSHEET APPLICATIONS SAMPLE PRODUCTION PROBLEMS

GENERAL DIRECTIONS

- Read carefully and follow all steps in the following production jobs.

- The jobs must be completed *in order* to function properly.

- Before printing to PDF, resize columns so that all data shows on the printouts.