

Spreadsheet Basics Competency Test (2007 software)

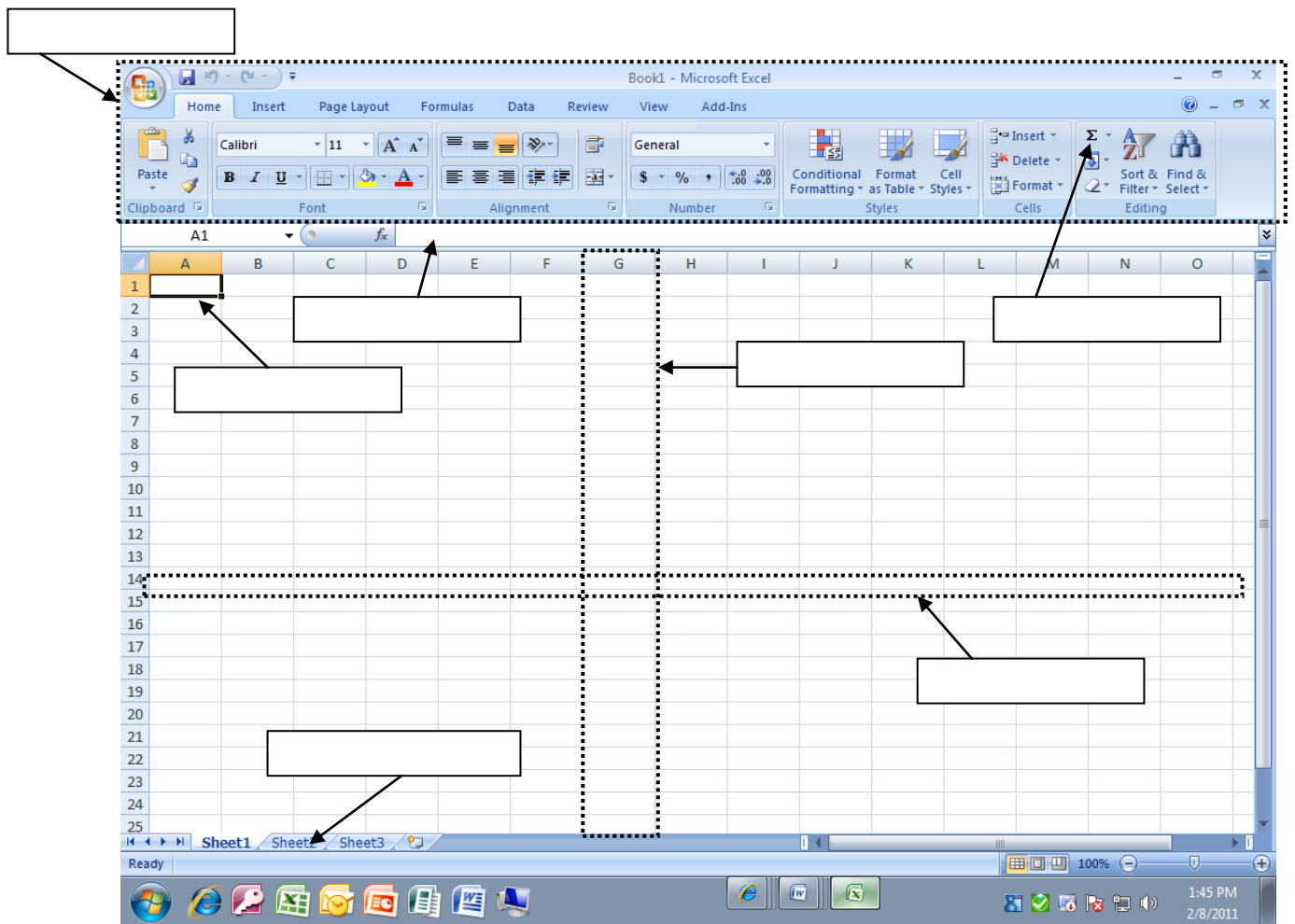
Name: _____ Date: _____ Score: _____ / 74 = _____ %

This is an open book test. You may not get assistance from any class member or from the instructor (except for clarification).

This test will demonstrate a student's ability to use spreadsheets. Included in this test are the JT components and competencies listed in the student's folder. This test is worth 74 points. In order to earn a Spreadsheet Competency Certificate, a student must attain a score of 80% or above.

I: Identifying Parts of a Spreadsheet (8 points): Identify the parts of the spreadsheet below. Write in the word(s), in the spaces provided, that correctly names each part of the spreadsheet.

- | | | | |
|---------------|-----------------------|------------------------|---------------|
| Cell | Cell Reference | Auto-sum Button | Ribbon |
| Column | Worksheet Tabs | Formula Bar | Row |



II: Creating a Spreadsheet (10 points): Create a spreadsheet similar to the one below.

- 1) "My Monthly Budget" should be in Arial, Size 14, Bold, and Centered across Columns A-D. (2 points)
- 2) Income should be in Arial, Size 10, Bold. (2 points)
- 3) Expenses, January, February, and March should be in Arial, Size 10, Bold, Centered, and Underlined. (2 points)
- 4) All other labels and numbers should be in Arial, Size 10. (2 points)
- 5) Print one copy. (2 points)

	A	B	C	D	E	F
1	My Monthly Budget					
2						
3	Income:	1000				
4						
5	<u>Expenses</u>	<u>January</u>	<u>February</u>	<u>March</u>		
6	Mortgage	500	500	500		
7	Car Payment	250	250	250		
8	Food	150	175	200		
9	Entertainment	75	100	125		
10						
11						
12						

III: Editing a Spreadsheet (34 points): Edit the spreadsheet in the following ways:

- 1) Widen columns A-D to size 15. (2 points)
- 2) Change row heights to 25 for rows 2-15. (2 points)
- 3) Total January, February and March Columns using relative formulas. Totals should be in B10, C10, & D10. In cell A10 type "Monthly Totals". Use Arial, Size 10, Italics. Type one formula, then copy & paste to create formulas in the other columns. (6 points)
- 4) Figure out the difference between the income and total expenses using absolute formulas. These totals should be in B11, C11, & D11. In cell A11 type "Surplus/Deficit". Use Arial, Size 10, Bold, Italics. Type one formula, then copy & paste to create formulas in the other columns. (6 points)
- 5) Add a row between rows 6 and 7. Type "Utilities" in the cell A7. Type in these amounts: For January- 10, For February- 15, For March- 20. Notice the totals change automatically. (2 points)
- 6) Add a column between columns C & D. Cut and paste March's information into the new column. In column E type April in cell E5, 500 in cell E6, 14 in cell E7, 250 in cell E8, 145 in cell E9, 135 in cell E10. Total this column and figure out if you have a surplus or deficit. (2 points)
- 7) Add gridlines from cell A1 to E12. (2 points)
- 8) Add shading to the title. Pick a gray color (our printer only prints in black and white). (2 points)
- 9) Freeze panes for rows 1-5. (2 points)
- 10) Change the numbers into dollars. (2 points)
- 11) Sort the different expenses (Mortgage, Utilities, etc.) in ascending order. (Hint * Make sure you highlight all the expenses and amounts. This will assure that the correct expenses will match up to the correct amounts after being sorted.) (4 points)
- 12) Print one copy. (2 points)

IV. Creating a Chart (22 points): Create a chart with the following attributes:

- 1) Choose a column graph. Choose the chart on the top-left. (2 points)
- 2) Add the chart title "My Monthly Budget". (2 points)
- 3) The expenses should be along the "X" axis. This will place your expenses (Mortgage, etc.) along the bottom of your chart. (4 points)
- 4) The amounts should be along the "Y" axis. This will place your amounts along the left side of your chart. (4 points)
- 5) The chart should have four columns for each expense (one column for each month). (8 points)
- 6) When asked whether to place the chart in your spreadsheet or on a new sheet, select new sheet.
- 7) Print one copy. (2 points)

*****Hint: Highlight your spreadsheet before you click on the chart button.**