

---

## SPREADSHEET APPLICATIONS

### 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>

### Web Site Resources

- A Brief History of Spreadsheets  
<http://dss.cba.uni.edu/dss/sshistory.html>
- Business Education Links  
<http://lessonplans.btskinner.com/>
- Free Excel file downloads  
<http://www.i-walk.com/ss/excel/files/index.htm>
- Introduction to Spreadsheets  
<http://www.cs.indiana.edu/classes/a106-fulc/spreadsheet.intro.html>
- Microsoft Excel Spreadsheet  
<http://www.uhaswv.edu/courses/cis101-02/ss1.html>
- Spreadsheet Basics  
[http://marthforum.org/sum95/math\\_and/spreadsheets/basics.html](http://marthforum.org/sum95/math_and/spreadsheets/basics.html)
- Using Spreadsheets in Math  
<http://www.math.byu.edu/~lfrancis/readings302/Spreadsheets.html>

---

## SPREADSHEET APPLICATIONS SAMPLE QUESTIONS

1. The expression \_\_\_\_ returns the maximum value in the range A1:A100 and then divides the value by 100.
  - a. =MAX(A1:A100/100)
  - b. =MAXIMUM(A1:A100)/100
  - c. =MAX(A1:A100)/100
  - d. =MAX(100)/(A1:A100)
2. The \_\_\_\_ operator checks if the value in a given cell is less than the value in another cell.
  - a. <>
  - b. <
  - c. >
  - d. <=
3. A chart placed in the same worksheet with its corresponding data is known as a(n) \_\_\_\_ chart.
  - a. embedded
  - b. pie
  - c. attached
  - d. custom

- 
4. A data \_\_\_\_ is a group of related data points.
    - a. aggregate
    - b. cluster
    - c. roster
    - d. series
  
  5. The Stop Recording toolbar contains two buttons: the Stop Recording button and the \_\_\_\_ Reference button.
    - a. Relational
    - b. Absolute
    - c. Macro
    - d. Relative
  
  6. To execute a macro you create, you can select the \_\_\_\_ command in the Macro dialog box.
    - a. Start
    - b. Run
    - c. Execute
    - d. Launch
  
  7. In VBA, macros are called \_\_\_\_ procedures.
    - a. commented
    - b. body
    - c. modular
    - d. sub
  
  8. Why would you use a spreadsheet instead of using a table in a word processing document?
    - a. You cannot perform any calculations in a table.
    - b. A spreadsheet offers many more options of manipulating data, including advanced calculations.
    - c. A spreadsheet is always easier to use.
    - d. There are more fonts and font styles available in a spreadsheet.
  
  9. Which one of the following is a **true** statement about where a list is filtered?
    - a. Copied data cannot be sorted without an impact on the original records.
    - b. Field names in another location can be arranged in any order.
    - c. When copied to a new location, copied data are linked back to the original database.
    - d. Filtering a list in place is useful when you want to see all of the data in records that meet filter criteria.
  
  10. Which one of the following criteria will display records of all females old enough to drive (assuming the driving age is 16)?
    - a. Gender equals female, age greater than or equal to 16.
    - b. Gender equals female, age greater than 16.
    - c. Gender equals female, age less than 17.
    - d. Gender equals female, age equal to 16.
  
  11. The rectangular area where a column and a row intersect is called a(n):
    - a. active cell
    - b. cell range
    - c. cell
    - d. cell pointer
  
  12. Categories in charts are generally plotted along the horizontal axis known as the:
    - a. X-axis
    - b. Y-axis
    - c. secondary axis
    - d. data point axis

- 
13. Data values are plotted along the vertical axis, known as the:
- data axis
  - secondary axis
  - Y-axis
  - X-axis
14. To view the code of a macro, you need to open the Visual Basic:
- Editor
  - Manager
  - Code Window
  - Reader
15. Which function can move data easily and quickly to report answers to different questions?
- chart
  - lookup table
  - diagram
  - pivot table
16. Which one of the following **cannot** be done after a pivot table has been created?
- rename a field
  - create a chart
  - use a formula referencing a field that has been removed
  - run a macro
17. Formatting in a pivot table will be retained when doing which one of the following?
- changing source data
  - renaming items
  - displaying or hiding items
  - displaying or hiding totals
18. If you have created a pivot table with a pivot chart based on it, which one of the following would affect only the table and **not** the chart?
- set up titles to print on each page of the table
  - hide fields in the table
  - sort the table
  - refresh the table
19. Which one of the following is the easiest method to print only rows that meet specific criteria?
- hide columns
  - data validation
  - conditional formatting
  - filter
20. What filter criteria would you use in a list of fines owed if you wanted only fines that were \$10 or more but under \$50?
- fee is greater than or equal to 10 and less than 50
  - fee is greater than or equal to 10 and less than or equal to 50
  - fee is greater than 10 and less than 50
  - fee is between 10 and 50
21. Which AutoFilter option would you use to filter data for Room Numbers between 100-199?
- custom criteria
  - nonblanks
  - sort
  - top 10

- 
22. What does the error message #DIV/0! mean?
- The formula is using the wrong type of argument.
  - The formula is attempting to divide a number by zero.
  - The formula contains a cell reference that is **not** valid.
  - There is no room in the cell for the number of digits needing to be displayed.
23. Which one of the following functions does **not** use an argument?
- TODAY
  - IF
  - SUM
  - COUNT
24. Which one of the following formulas would **not** result in the average of Cells C7 through C10?
- $(C7+C8+C9+C10)/4$
  - $AVE(\$C\$7:\$C\$10)$
  - $C7+C8+C9+C10/4$
  - $AVE(C7:C10)$
25. Which one of the following is a correct order of operations in a formula?
- multiplication, addition, percent
  - percent, multiplication, addition
  - multiplication, percent, addition
  - percent, addition, multiplication
26. Which cell reference would you use in Sheet 1 to refer to Cell A2 on Sheet 2?
- A2!Sheet2
  - Sheet2!A2
  - A2(Sheet2)
  - Sheet2(A2)
27. In a formula, what does the colon stand for?
- divide
  - or
  - through
  - and
28. Which one of the following is the most effective chart to compare contributions of individuals to a total?
- XY (Scatter)
  - Clustered column
  - Stacked column
  - Line
29. Which of the following is a valid macro name?
- 2My\_Macro
  - My macro2
  - My\_macro
  - My macro
30. Which one of the following business applications is **not** well-suited to a spreadsheet?
- the body of a mail merge letter
  - a list of customer information for mail merge letters
  - customer bills
  - record of accounts receivable