

Advanced Spreadsheet Applications

Description

Develop effective solutions to business problems using many of the advanced features within the Microsoft Excel skill standards for the MOS Spreadsheet Expert Exam.

Eligibility

Any student may enter this event.

<p>Contestant must supply Sharpened no. 2 pencils, pens, ruler Cordless calculator: Electronic devices will be monitored according to ACT standards. See Web site www.act.org/aap/taking/calculator.html <u>Contestants who violate this rule will be disqualified.</u> Published and/or unpublished written reference materials</p>	<p>No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. <u>Violation of this rule will result in disqualification.</u></p>
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Competencies:

- Importing and Exporting Data
- Managing Workbooks
- Formatting Numbers
- Working with Ranges
- Customizing Excel
- Using Macros
- Auditing Worksheets
- Summarizing Data
- Analyzing Data
- Workgroup Collaboration

Equipment/supplies provided:

- Microcomputer, printer, and paper
- Software as designated for this event

Method of evaluation:

- Application

Length of event:

- No more than ten (10) minutes orientation
- No more than 90 minutes testing time
- No more than ten (10) minutes wrap-up