

## Spreadsheet Competency Test –Level 2

For this test, you will create an Excel spreadsheet.

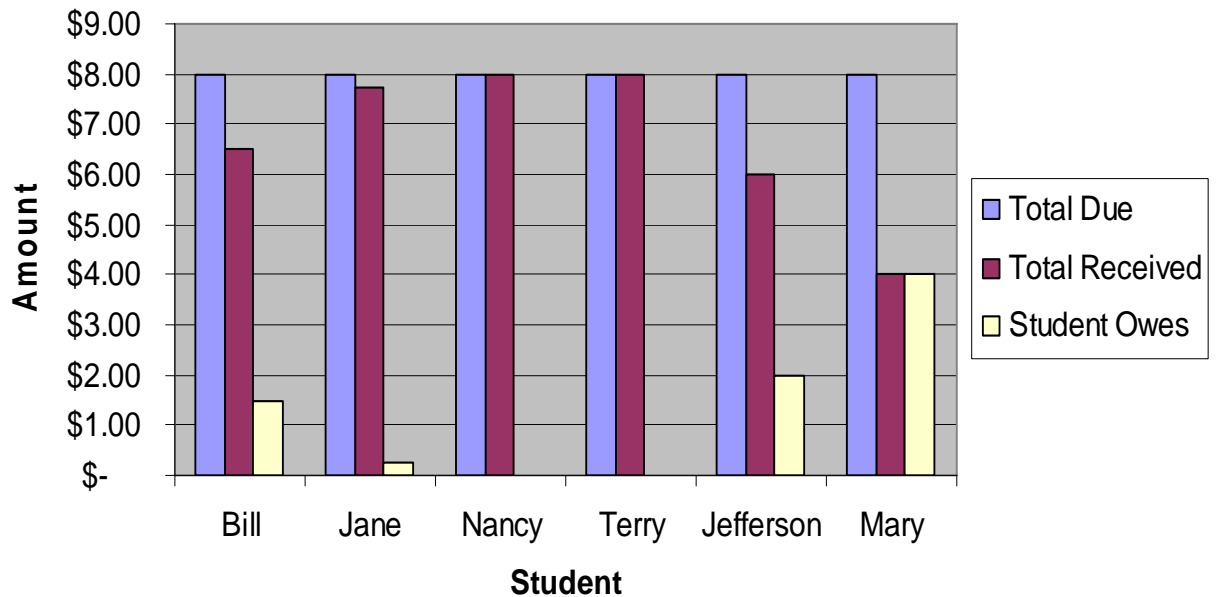
**IMPORTANT: This test is to be completed by the teacher without assistance from others.** If there is reason to believe that you have behaved unethically in the taking of this test, you may be asked to re-take the test in the presence of Technology Department personnel. Using the application Help is encouraged.

You will be duplicating the following spreadsheet:

<b>(Teacher Name and Campus)</b>						
<b>Last Name</b>	<b>First Name</b>	<b>Total Due</b>	<b>Received</b>		<b>Total Received</b>	<b>Student Owes</b>
			<b>Field Trip</b>	<b>Party</b>		
Smith	Mary	\$8.00	\$2.00	\$2.00		
Owen	Jefferson	\$8.00	\$5.00	\$1.00		
Lyons	Terry	\$8.00	\$5.00	\$3.00		
Jones	Jane	\$8.00	\$5.00	\$2.75		
Donald	Bill	\$8.00	\$5.00	\$1.50		
Jones	Nancy	\$8.00	\$5.00	\$3.00		
<b>Total</b>						

1. Key-in the data that appears in the above spreadsheet formatting all cells containing values to currency or accounting format. (Hint: you can split the text on a line by hitting Alt+Enter where you want it to be split.)
2. Name the worksheet "Student Accounts." (The worksheet name appears on a tab at the bottom of the spreadsheet workbook.)
3. Format Row 1 as Arial 14, centered and bold. Merge the cells as show in the example. Include your own name and campus.
4. Format Row 2 as Arial 12 and bold. "Received" is centered and merged over the "Field Trip" and "Party" columns.
5. Format Row 3 as Arial 12, centered and bold.
6. Format everything else as Arial 10.
7. Adjust the column widths and heights so that all data is visible.
8. Sort the data by last name and then first name in ascending order. Make sure that all the data is included in the sort.
9. Use the Sum function in the "Total Received" field to total the amount received per student. (Apply the function to "Total Received" for the first student and fill down for the other students.)
10. The "Student Owes" field uses a formula which subtracts "Total Received" from "Total Due". (Apply the formula to "Student Owes" for the first student and fill down for the rest of the column—including cell G10.)
11. For the bottom row, use the Sum function to total the amounts for Total Due, Field Trip, Party, and Total Received.
12. Turn on gridlines so that all lines are visible in print preview/print.
13. Add a double border below all totals.
14. Create a "clustered column" chart in a **new** worksheet using the spreadsheet data. The chart should show the "First Name, "Total Due", "Total Received" and "Student Owes" for each student.
15. The worksheet containing the chart should be named "Student Activity Chart."
16. The title and axes should be labeled as shown in the example:

## Student Money Due



Instructions for submitting the completed test:

1. Save your spreadsheet into your comptest folder on your school server in a file named **(your network id)sstest.xls**. For example: **smithbsstest.xls** **Do not use parentheses or spaces in your filename!**
2. Send an email to [grader@lisd.net](mailto:grader@lisd.net) with the following information:
  - a. The spreadsheet should be included as an attachment.
  - b. The subject line should be **“Spreadsheet Test”**.
  - c. The email body should include your **name**.
  - d. The email body should include your **campus**.
  - e. The email body should include the **following statement**:  
“In submitting this test, I verify that I have not received help on this test from anyone else, including other teachers, staff members, students, or family members.”
3. Please **DO NOT** send any other email messages to [grader@lisd.net](mailto:grader@lisd.net). If you have questions concerning a test, contact [competencies@lisd.net](mailto:competencies@lisd.net).