

SPREADSHEET APPLICATIONS

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.

OBJECTIVE TEST COMPETENCIES (may include, but not limited to)

- data-entry techniques
- editing capabilities
- create formulas
- use functions (including those containing absolute values)
- format
- chart and analyze chart data

PRODUCTION COMPETENCIES

- basic mathematical concepts
- data organization concepts
- use data by creating formulas
- use functions
- generate graphs for analysis purposes
- use pivot tables
- create macros
- filter and extract data

NBEA STANDARDS REINFORCED BY EVENT

Computation: problem-solving applications

Information Technology: application software, input technologies, information technology and major business functions

CAREER CLUSTERS: Business, Management and Administration; Information Technology

ELIGIBILITY

The top five (5) winners at the winter regional conferences may enter this event.

1. Participants must be members of an active local chapter and on record in the FBLA state and national offices as having paid dues by February 15.
2. Participants must be selected in accordance with the regulations of the local chapter and the state association.
3. Participants must not have won first place at a previous State Business Leadership Conference nor entered this event at a previous National Leadership Conference.
4. Participants failing to report on time for the event will not be permitted to compete.
5. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

OVERVIEW

This event consists of two (2) parts: an objective test and a production test. Participants are required to complete all parts to be eligible.

A one (1) hour objective test will be administered at State Business Leadership Conference based on the objective test competencies and will be machine graded. The score received on this portion of the event will constitute 15 percent of the final event score. Ties will be broken based on the last ten questions and in groups of ten thereafter. Nongraphing calculators will be provided.

Every effort will be made to provide online computerized testing at the state level. If this is not possible, participants must furnish their own No. 2 pencils and erasers. No graphing calculators, Palm Pilots, or other memory storage devices may be used.

One (1) hour will be given for the production test at the school testing site. The score received on this portion of the event will constitute 85 percent of the final event score. Tests must be returned to the state office by the designated due date to be eligible for competition.

GUIDELINES

School Site Production Testing

1. The production portion of this event is administered prior to the SBLC.
2. No reference materials are allowed.
3. Documents produced for this event must be prepared by the participant without help from the adviser or any other person.
4. The production test will be used to break a tie.
5. One (1) hour will be allowed for the production test at the school testing site. Additional time will be allowed for general directions, equipment set up, and warm up.

6. Calculators are not allowed on the production portion of the test.
7. The test must be deleted from the hard drive upon final completion of the test.
8. The state office will send the test to a local test proctor at the student's location identified by the chapter adviser on the State Business Leadership Conference event entry form. The local test proctor will administer the test. Local FBLA advisers or assistants must not be proctors. Tests not returned to the state office by the designated due date will not be graded.

JUDGING

Judging will be based on accuracy of printed copy. The documents will be evaluated by a panel of judges for this event. All decisions of the judges are final.

Objective tests will be machine graded. In the case of a tie in the final score, final rankings will be determined using the following tie breakers in the following order: highest score on the production test; highest score on the written test; the highest score on the last ten questions of the written test and in groups of 10 thereafter.

STATE AWARDS

The judges will determine the number of awards presented at the State Business Leadership Conference. The maximum number will be five (5).

NATIONAL ENTRIES

Washington State may enter two (2) state winners for national competition.