

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.

Competencies

This event is composed of one-hour school site test and a one-hour online objective test.

Participants should be well prepared in basic mathematical concepts as well as data organization concepts. Participants should be prepared to utilize data by creating formulas, using functions, generating graphs for analysis purposes, using pivot tables, creating macros, and filtering and extracting data.

The objective test participants may be tested on their knowledge of data entry techniques, editing capabilities, creating formulas, using functions (including those containing absolute values), formatting, charting, and analyzing chart data.

Business Education Curriculum Standards:

Computation, Information Technology

Eligibility

Each chapter may enter members who are on record in the FBLA-PBL Online Membership System as having paid dues by the officially published deadline for the current school year.

No member may have competed in this event at a previous National Leadership Conference.

Procedure

Note: Please refer to the Event Regulations section at the beginning of these guidelines for additional information.

School Site

One (1) hour will be allowed for the school site test. Additional time will be allowed for general directions, equipment set-up, and warm-up. Problems are weighted according to difficulty and may be completed in any order.

Objective Test

The online written test will constitute 15% of the final score.