

2024 FBLA High School Regional Conference Computer Applications Production Test

1. Turn off all electronic devices.
2. Each page produced should include a header or footer containing your name, school, chapter name, and job number.
3. You have **two hours** to complete this test. Additional time will be allowed for general directions and warm-up. There is a possibility that you may not complete the entire test. Judges will consider the overall quality, as well as quantity, of your work when judging this event. Sometimes the problems are designed to build upon prior work.

Job No.	Document Type	Point Value
1	Spreadsheet	30
2	Charts	10
3	Presentation	15
4	Database with Reports and Queries	30
5	Word Processing Mail Merge from Database Table	15

4. Please name all files *Lastname_Firstname_JobX.pdf* (example: *Sanders_Melissa_Job1.pdf*) to ensure that judges are always able to match the correct file with your submission.
5. At the completion of each job, **print** the job as a .pdf, and make sure you remember where it is saved on the computer. At the end of your testing time, you will upload all your .pdfs to a cloud storage space (Dropbox, Google Drive, One Drive, etc.) It is suggested that you create this cloud storage space before starting the test, and practice saving to it. **It is extremely important that the URL be publicly accessible, shareable, and with no password protection.** If the judges can't access the URL, then your submission cannot be scored.
6. Proofread all work because results are based on accuracy of your documents. Your documents will be evaluated by a panel of judges, and all decisions of the judges are final.
7. After the test begins, no help may be given to you concerning the normal operation of the equipment or software. However, if your computer has issues, alert the proctor.
8. When you have completed the test, send the URL of your cloud storage space to your chapter adviser so they may upload your jobs to the state submission form for this event.
9. Remember that you will be required to complete the second portion of the competition, an objective test covering relevant theory, vocabulary, and application knowledge. This objective test will count for 15 percent of your final score. Both portions of the event must be completed to be eligible for an award. These test will be taken at the regional conference.
10. Turn in all your materials, including this test and any documents you may have printed, to the proctor.

**DO NOT OPEN THE TEST UNTIL GIVEN PERMISSION TO DO SO.
GOOD LUCK!**

JOB 1: Income Statement (30 points)

Create the spreadsheet shown in Figure 1 on the following page. Only the **Total Sales, Depreciation, and Wages** values will be entered. All other values will be calculated using formulas as indicated. Format the spreadsheet for **Minnie's Food Mart** with appropriate spacing, alignment, and percentage symbols. All currency and percentages should be set to two decimal places. Only show dollar signs in total lines.

Because you will be adjusting the estimated growth rates and taxes, you will need a place where you can change these values only once to recalculate the entire spreadsheet. For example, you may have this data below or to the right of the Income Statement in your spreadsheet:

Assumptions	
Growth for 2025	5.25%
Growth for 2026	5.75%
Taxes	28.00%

You will create several versions of the Income Statement based on the following instructions:

- Print to .pdf 1-A:** For the first printout, use the following estimated low-growth rates:
 For 2025, estimate total sales increase 5.25% over 2024
 For 2026, estimate total sales increase 5.75% over 2025
 The tax rate will be 28%.
 Print to .pdf the low-growth Income Statement.
- Print to .pdf 1-B:** For the second printout, change your assumptions table to use the following estimated moderate-growth rates:
 For 2025, estimate total sales increase 7.25% over 2024
 For 2026, estimate total sales increase 7.75% over 2025
 The tax rate will be 32%.
 Print to .pdf the moderate-growth Income Statement.
- Print to .pdf 1-C:** For the third printout, change your assumptions table to use the following estimated high-growth rates:
 For 2025, estimate total sales increase 9.25% over 2024
 For 2026, estimate total sales increase 9.75% over 2025
 The tax rate will be 35%.
 Print to .pdf the high-growth Income Statement.
- Print to .pdf 1-D:** Using the spreadsheet from 1-C with the high-growth rates, make the following changes in the spreadsheet:
 1. Increase the Sales and Marketing Expenses to 8.5% of Total Sales.
 2. Increase the General and Administrative Expenses to 10.25% of Total.
 Print to .pdf the revised spreadsheet.
- Print to .pdf 1-E:** Print to .pdf the spreadsheet from 1-D displaying formulas. (You will need to format to landscape orientation and fit to one page)

Figure 1

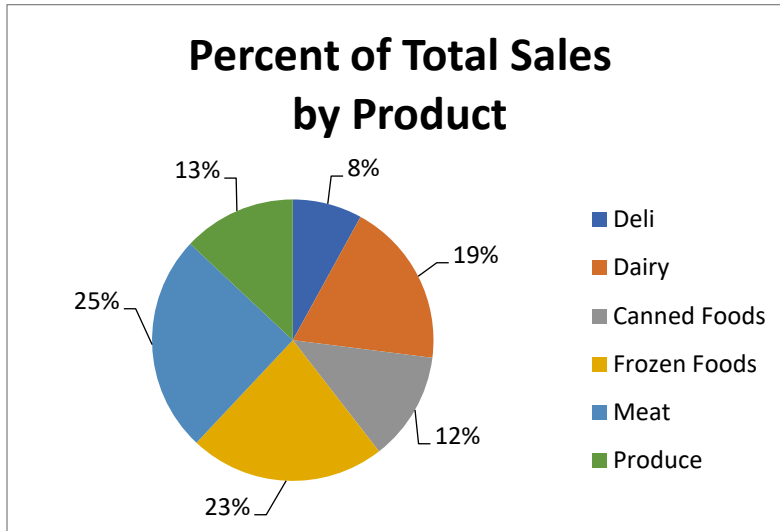
**Minnie's Food Mart
Income Statement**

	2024	2025	2026
Sales			
Deli		Calculate as 8% of Total Sales each year	
Dairy		Calculate as 19% of Total Sales each year	
Canned Foods		Calculate as 12.5% of Total Sales each year	
Frozen Foods		Calculate as 22.5% of Total Sales each year	
Meat		Calculate as 25% of Total Sales each year	
Produce		Calculate as 13% of Total Sales each year	
Total Sales	\$ 4,000,000	Calculate using estimated growth rates	Calculate using estimated growth rates
Cost of Goods Sold			
Deli		Calculate as 50% of Deli Sales each year	
Dairy		Calculate as 50% of Dairy Sales each year	
Canned Foods		Calculate as 75% of Canned Foods Sales each year	
Frozen Foods		Calculate as 65% of Frozen Foods Sales each year	
Meat		Calculate as 50% of Meat Sales each year	
Produce		Calculate as 50% of Produce Sales each year	
Total Cost of Goods Sold		Sum of Cost of Goods Sold	
Gross Profit		Total Sales — Total Cost of Goods Sold	
Operating Expenses			
Sales and Marketing		Calculate as 5.5% of Total Sales each year	
General and Administrative		Calculate as 8.75% of Total Sales each year	
Depreciation	20,000	20,000	20,000
Wages	498,000.00	Assume wages increase at same rate as sales	Assume wages increase at same rate as sales
Common Costs		IF Gross Profit is more than \$2 million, common costs are 17.5% of Gross Profit. Otherwise, common costs are 15% of Gross Profit.	
Total Operating Expenses		Sum of Operating Expenses	
Income Before Taxes		Gross Profit - Operating Expenses	
Income Taxes		Calculate according to Assumptions Chart based on Income Before Taxes	
Net Income		Income Before Taxes — Income Taxes	

JOB 2: Charts (10 points)

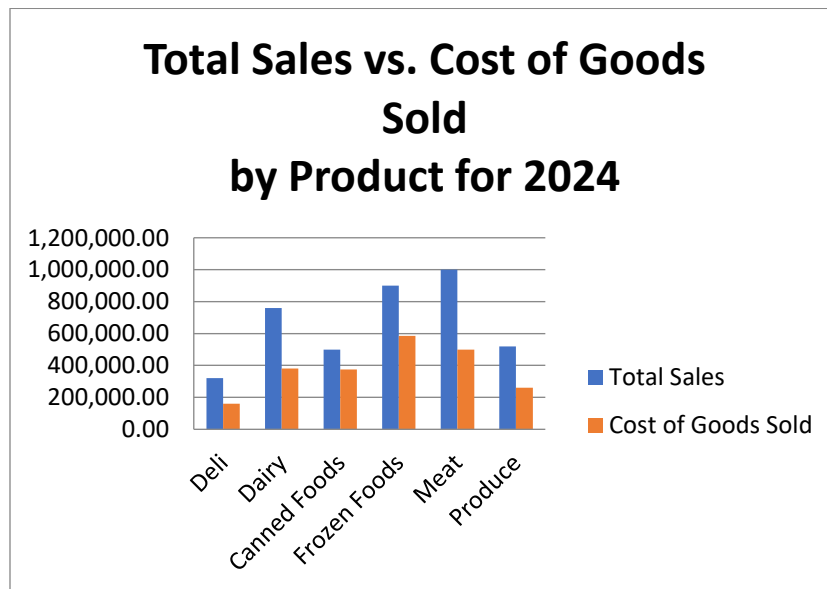
Using the spreadsheet you created in Job 1-A, change the taxes to 32% and create the following charts.

Create a pie chart that shows the Percent of Total Sales by Product. Label the percentages (including line leaders) on each slice as shown below.



Print to .pdf 2-A: The pie chart.

Create a column chart that shows the Total Sales of each product category compared to the Cost of Goods Sold of each product category for the year 2024, as shown below.



Print to .pdf 2-B: The column chart.

JOB 3: Presentation (15 points)

In this job, you will create a presentation with seven slides. You may use any appropriate presentation template. Use the information below to create each slide. Include appropriate images when space is available or where indicated.

Slide 1

1. Arrange the following information on the title slide:
Responsible Pet Ownership
Presented by:
Donald Duck
Daisy's Animal Clinic
2. Include an appropriate image
3. Choose appropriate typefaces and type sizes

Slide 2

1. Title: **Diet**
2. Include the following information in bulleted form:
 - Have a regular feeding schedule
 - Feed only high-quality, premium dog foods
 - Take your dog's age, weight, size, breed, and activity level into consideration
 - Make sure your dog has a constant supply of fresh water in their bowl

Slide 3

1. Title: **Exercise**
2. Include the following information in bulleted form:
 - Dogs need plenty of exercise and not just in your yard
 - A large dog needs a long walk and some fresh air
 - Some breeds of dogs need more exercise than others
 - When you buy a dog, take its activity levels into consideration

Slide 4

1. Title: **Veterinary Visits**
2. Include the following information:
 - Your dog needs to have a periodic evaluation of health by a veterinary doctor
 - Take your dog to a veterinarian for a complete physical every six months
 - If you notice anything strange about your dog, tell your veterinarian

Slide 5

1. Title: **Training**
2. Include the following information:
 - Training a dog is not just for show competition purposes
 - You need your dog to understand and obey some basic commands
 - There is a wealth of information available online
 - Training your dog is a vital part of responsible dog ownership

Slide 6

1. Title: **Grooming**
2. Include the following information:
 - Ordinarily your dog should be groomed every day
 - Use a soft bristled brush to brush fur daily
 - Keep his nails short, but not too short
 - Clean ears with cotton swabs and wipe off excess mucus from eyes and nose

Slide 7

1. Title: **Spaying and Neutering**
2. Include the following information:
 - Neutering or spaying your dog is an absolute must
 - There are too many dogs without homes or shelters for your dog to contribute to the canine overpopulation
 - Dogs should be spayed or neutered before they are six months old

Print to .pdf 3-A: Print the title slide on a page by itself

Print to .pdf 3-B: Print Slides 2-7 on one page (six slides per page)

JOB 4: Database with Reports and Queries (30 points)

Using the data provided below, design and create a database for Daisy's Animal Clinic. The database should have two tables: Owner and Pet. Create a one-to-many relationship between the two tables using OwnNo. (Note: All owner numbers begin with the letter O, followed by zeros.)

Owners Table

OwnNo	OLastName	OFirstName	OAddress	OCity	OState	OZip	OPhone
O0010	Dubell	Suzanne	1805 SW Pickard	Orlando	FL	73003	(555)381-1777
O0011	Blasko	Jason	459 Harrison Drive	Orlando	FL	73001	(555)454-0650
O0013	McCoy	Drew	615 Morgan Drive	Celebration	FL	73001	(555)273-9314
O0014	Sephin	Gary	4201 Morgan Drive	Orlando	FL	73002	(555)899-5840
O0015	Treece	Evelina	1904 South Parkville	Winter Park	FL	73250	(555)912-4181
O0016	Levendusky	Bertha	12 Broadway	Orlando	FL	73250	(555)378-8080
O0017	Wilkens	Wilbur	204 West Dakota	Celebration	FL	73002	(555)943-2481

Pets Table

PetNo	PName	OwnNo	PBreed	PDOB	PComments
P001	Mickey	O0010	Poodle	02/2019	Friendly, well-behaved
P002	Fiedo	O0011	Min. Schnauzer	05/2017	
P003	Molly	O0011	Pomeranian	06/2020	Afraid of strangers
P004	Bear	O0014	Black Lab	07/2022	
P005	Pouncer	O0013	Toy Poodle	08/2020	
P006	Bouncer	O0013	Great Dane	06/2020	Keep on leash
P007	Peek-A-Poo	O0016	Poodle	01/2021	
P008	Lancelot	O0017	German Shepherd	06/2022	
P009	Rosie	O0015	Dalmatian	09/2022	Very playful, hyperactive
P010	Dazzle	O0015	Mixed	12/2021	

Print to .pdf 4-A: the Owners table

Print to .pdf 4-B: the Pets table

Create and print a report that lists the Owner Number, First Name, and Last Name of each owner with a listing of his or her pets (including Pet Number, Pet Name, and Pet Breed) grouped under each owner. For example: (only the first two are shown)

<i>OwnNo</i>	<i>OFirstName</i>	<i>OLastName</i>	<i>PetNo</i>	<i>PName</i>	<i>PBreed</i>
O0010	Suzanne	Dubell	P001	Mickey	Poodle
O0011	Jason	Blasko	P002	Fiedo	Min. Schnauzer
			P003	Molly	Pomeranian

Print to .pdf 4-C: the Owners Report

Create and print a query that lists only the pet name and the city in which its owner lives.

Print to .pdf 4-D: the query

Create and print a query that lists the Owner's First and Last Name, the Pet's Name, and the Owner's City for only those living in Orlando.

Print to .pdf 4-E: the query

Create and print a query that lists the Owner's First and Last Name, the Pet's Name, and the Pet's Date of Birth for those pets born before December 31, 2020.

Print to .pdf 4-F: the query

Create and print a report as mailing labels for each owner using Avery 5160 as the label format.

Print to .pdf 4-G: the labels

JOB 5: Word Processing Mail Merge from Database (15 points)

Use the data from the Owner's table in the database from Job 4 as the data source for the following mail merge letter.

Key the letter according to the FBLA Format Guide. The salutation of each letter should include "Dear" with the owner's first name (for example, "Dear Mike"). The letter is from Dr. Donald Duck, DVM. Supply all necessary letter parts; use the current date. Use the following paragraphs for the body of the letter:

As a pet owner, you want to take the best care of your beloved pets. This includes a nutritional diet, plenty of exercise, and regular check-ups. At Daisy's Animal Clinic, we appreciate your patronage and want to assist you in providing the best care for your pets.

We are now carrying a new product called "Advantage Multi" for dogs. This is a multi-purpose treatment that provides heartworm protection, flea control, and is an intestinal wormer. Plus, it is a topical treatment instead of a pill given orally. This means no more worrying about whether your dog really ate the medication.

Our entire staff is ready and available to answer any questions you might have. Please come by our office to learn more about heartworm prevention and treatment for fleas and ticks or ask about Advantage Multi on your pet's next regular visit.

Print to .pdf 5-A: Print one copy of the letter showing the merge fields

Print to .pdf 5-B: Print each of the merged letters