

SPREADSHEET APPLICATIONS PRODUCTION ANSWER KEY

Spreadsheet AK—Job 1

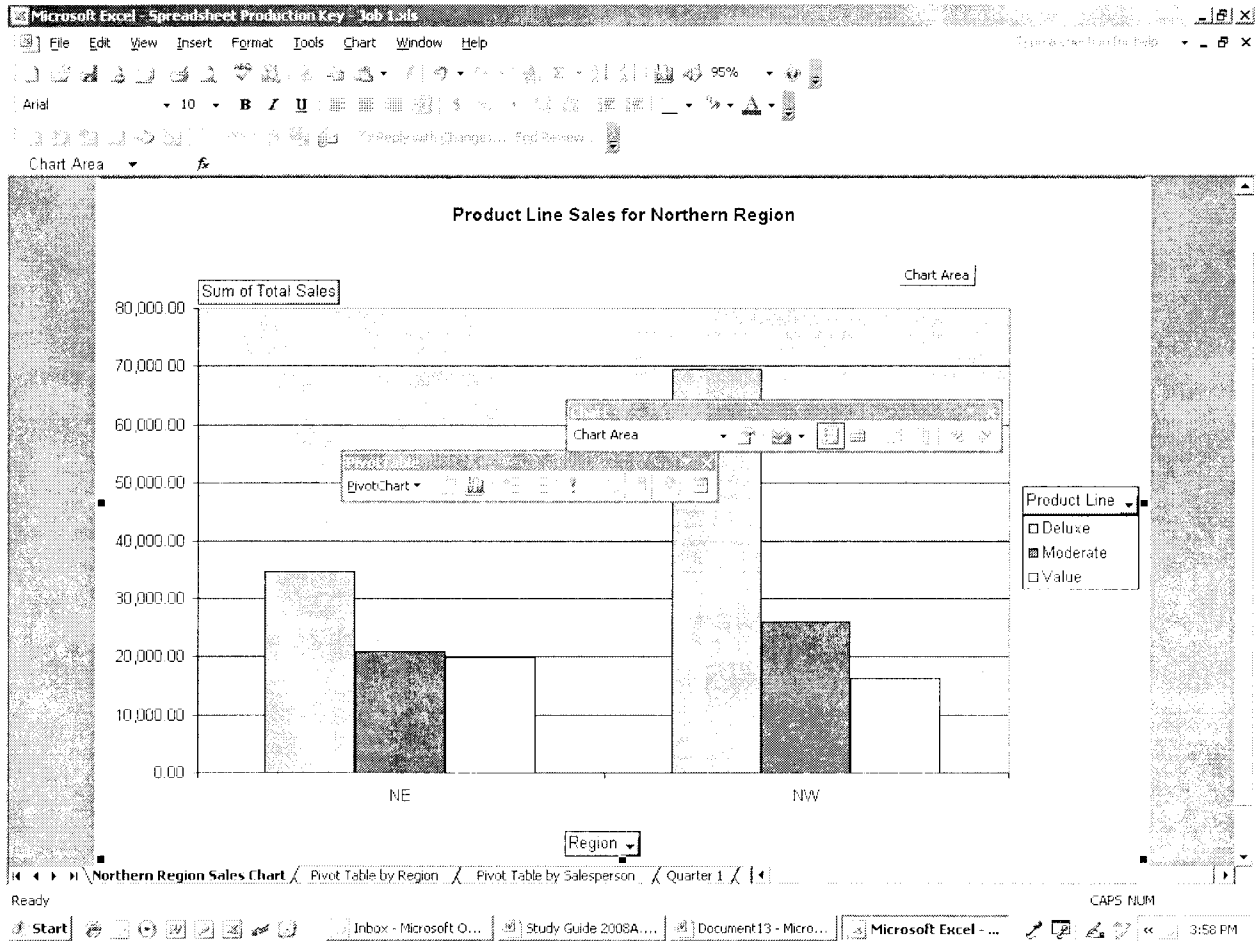
1-A

Salesperson	Deluxe	Moderate	Value	Grand Total
Andrea Stevens	34,321.00		15,739.00	34,321.00
Grag Johnson		20,883.00		20,883.00
Holly Anderson			13,564.00	13,564.00
Jack Ward		26,543.00		26,543.00
Jonas Hathaway		25,955.00		25,955.00
Julie Rankin				36,486.00
Kristin Yates	38,436.00			34,705.00
Maria Juarez	34,705.00			30,871.00
Matthew Bowens	30,871.00		19,881.00	23,401.00
Michael Andrews		29,401.00		16,249.00
Peter Holbrook			16,249.00	
Regina Kane				65,423.00
Grand Total	130,283.00	104,792.00	65,423.00	300,598.00

1-B

Region	Deluxe	Moderate	Value	Grand Total
NE	34,705.00	20,883.00	19,881.00	75,469.00
NW	69,357.00	25,955.00	16,249.00	111,561.00
Grand Total	104,062.00	46,838.00	36,130.00	187,030.00

1-C



Spreadsheet AK—Job 2A

Microsoft Excel - Spreadsheet Production Key - Job 2.a

File Edit View Insert Format Tools Data Window Help

Ready

Sum=\$9,711.50 CAPS NUM1

Microsoft Excel - ... 4:00 PM

R & D Development Payroll for the Pay Period Ending January 31, 2007										
Income					Deductions					
Employee	Hourly Rate	Regular Hours	Overtime Hours	Gross Pay	Federal Tax	State Tax	Social Security	Medicare	Net Pay	
Jordan Anderson	\$15.75	40	5	\$748.13	\$142.92	\$29.90	\$46.38	\$10.85	\$518.07	
Carrie Braun	\$16.00	38	0	\$608.00	\$121.90	\$23.10	\$37.70	\$9.82	\$416.49	
Darren Brody	\$13.25	35	0	\$463.75	\$100.26	\$13.40	\$28.75	\$6.72	\$318.61	
Emma Gates	\$13.00	20	0	\$260.00	\$28.00	\$4.10	\$16.12	\$3.77	\$210.01	
Ryan Lau	\$15.00	40	8	\$780.00	\$147.70	\$33.40	\$48.36	\$11.31	\$539.23	
Mackenzie Phillips	\$14.50	40	0	\$580.00	\$117.70	\$19.60	\$35.96	\$9.41	\$396.33	
Tate Rowley	\$13.75	39	0	\$536.25	\$111.14	\$16.20	\$33.25	\$7.78	\$368.89	
Ethan Sommers	\$15.00	40	3	\$667.50	\$130.83	\$26.50	\$41.39	\$9.68	\$459.11	

2-B

Microsoft Excel - Spreadsheet Production Key - Job 2.a

File Edit View Insert Format Tools Data Window Help

Ready

Sum=\$9,711.50 CAPS NUM1

Microsoft Excel - ... 4:02 PM

R & D Development Payroll for the Pay Period Ending January 31, 2007										
Income					Deductions					
Employee	Hourly Rate	Regular Hours	Overtime Hours	Gross Pay	Federal Tax	State Tax	Social Security	Medicare	Net Pay	
Jordan Anderson	15.75	40	5	= (B6*C6)+(B6*D6*1.5)	=IF(E6<417.01*E6,30.7+(0.15*E6))	=LOOKUP(E6,State Tax Table,E6*0.062)				
Carrie Braun	16	38	0	= (B7*C7)+(B7*D7*1.5)	=IF(E7<417.01*E7,30.7+(0.15*E7))	=LOOKUP(E7,State Tax Table,E7*0.062)				
Darren Brody	13.25	35	0	= (B8*C8)+(B8*D8*1.5)	=IF(E8<417.01*E8,30.7+(0.15*E8))	=LOOKUP(E8,State Tax Table,E8*0.062)				
Emma Gates	13	20	0	= (B9*C9)+(B9*D9*1.5)	=IF(E9<417.01*E9,30.7+(0.15*E9))	=LOOKUP(E9,State Tax Table,E9*0.062)				
Ryan Lau	15	40	8	= (B10*C10)+(B10*D10*1.5)	=IF(E10<417.01*E10,30.7+(0.15*E10))	=LOOKUP(E10,State Tax Table,E10*0.062)				
Mackenzie Phillips	14.5	40	0	= (B11*C11)+(B11*D11*1.5)	=IF(E11<417.01*E11,30.7+(0.15*E11))	=LOOKUP(E11,State Tax Table,E11*0.062)				
Tate Rowley	13.75	39	0	= (B12*C12)+(B12*D12*1.5)	=IF(E12<417.01*E12,30.7+(0.15*E12))	=LOOKUP(E12,State Tax Table,E12*0.062)				
Ethan Sommers	15	40	3	= (B13*C13)+(B13*D13*1.5)	=IF(E13<417.01*E13,30.7+(0.15*E13))	=LOOKUP(E13,State Tax Table,E13*0.062)				

WORD PROCESSING I PRODUCTION ANSWER KEY

Word Processing I AK—Job 1

Current Date

Mr. Roger Saylor
516 Whitley Drive
Columbus, OH 43230

Dear Mr. Saylor

Thank you for inquiring about our privacy policy. The enclosed Policy on Privacy summarizes for you the information we collect about you, the limited times when we may share it with others, and how we protect your privacy.

We highly value your trust and confidence in us, and we want to assure you that your personal information is kept confidential. As a member of the Ohio Society of Certified Public Accountants, we adhere to the highest level of professional and ethical responsibility and obligations to protect the confidentiality of client information.

Sincerely

Margaret Sagan, CPA
Polenger Group

xx

Enclosure

Word Processing I AK—Job 2

TO: All Staff
FROM: Richard Warren, Director
DATE: Current Date
SUBJECT: Holiday Party

On behalf of the officers of the CIRCLE ARTS MUSEUM, I wish you all a happy holiday season and a joyous New Year. In keeping with the spirit of the season, please join us for our annual Holiday Party on Friday, December 23, at 4 p.m. in the main gallery on the second floor. The gallery will be closing early that day to accommodate our employees and their guests.

Once again, we will enjoy a holiday banquet of festive food from different cultures, prepared and served by One World Caterers. The Carta Ensemble will offer us holiday music from many times and many places as we enjoy our dinner. Finally, our own Yuletide Carolers will sing some popular carols of the holiday season. You are cordially invited to sing along.

CIRCLE ARTS takes pride in its family of dedicated employees. We look forward to seeing you on December 23. If you will be attending, please fill out the attached form and send it to Barbara Takei in Human Relations. Be sure to indicate the number of guests who will accompany you.

xx

Enclosure

Word Processing I AK—Job 3**CURRENCY CONVERSIONS FOR COUNTRIES ON THE EUROPEAN RAIL SYSTEM**

For 2005-2006

Country	Currency	Conversion
Austria	schilling	14.884
Belgium	franc	43.640
Denmark	kroner	8.076
Finland	markka	6.431
France	franc	7.098
Greece	drachma	368.700
Hungary	forint	286.100
Norway	kroner	8.846
Portugal	escudo	216.900
Switzerland	franc	1.646

Word Processing I AK—Job 4

Current Date

Ms. Marie Michal
35 Circle Drive
Des Moines, IA 50316-1079

Dear Ms. Michal

EXERCISE

Walking is one of the best things you can do for yourself. Getting started is the hardest part of your program. In beginning your walking program be sure to check with your physician or health care provider before beginning any fitness program, especially if you're over 35, not accustomed to regular exercise, or have a chronic health condition that might be affected by a fitness program.

Choose a time of day that fits into your regular schedule, vary routes occasionally to keep walking interesting, and try to establish both indoor and outdoor routes. Additional tips would be to wear loose, comfortable clothes appropriate for the season; shoes with cushioned, flexible soles to absorb the impact of walking; and wear socks to absorb perspiration and to avoid blisters.

Avoid walking on extremely hot or cold days; especially if unaccustomed to regular exercise. Begin slowly, work up gradually, and don't overdo. Effective walking programs consist of three parts: a warm-up, a workout, and a cool-down.

Sincerely

Johnathan Skeeahan
Trainer

xx

c Mr. Coleman Stanberry

Should you have additional questions, please feel free to call me at 614-555-0101.

WORD PROCESSING II PRODUCTION ANSWER KEY

Word Processing II AK—Job 1

TO: Clark Lewis, Astronomy Coordinator

FROM: (Name of person taking test)

DATE: Current Date

SUBJECT: Possible Astronomy Field Trips

The Astronomy Club has met and has decided that the following four places would be great choices to visit for our annual Astronomy field trip. The four places are:

Museum/Planetarium	Web Site	Location
Kennedy Space Museum	www.kennedyspace.com	Cape Canaveral, FL
Einstein Planetarium	www.einsteinplanetarium.com	Washington, D. C.
Alexander Brest Planetarium	www.alexanderbrest.com	Jacksonville, FL
Charles Hayden Planetarium	www.charleshayden.com	Boston, MA

The least expensive trip for us is Einstein Planetarium, with the cost being approximately \$150 per person for three days. The Kennedy Space Museum costs \$200 per person for three days and the Alexander Brest Planetarium costs \$300 per person for three days. The most expensive trip is Charles Hayden Planetarium at \$400 per person for three days. The next meeting will take place on February 21 to finalize which location to choose for our field trip.

Please review the Web sites prior to the February 21 meeting so that we may discuss the possible locations. Contact Jasper Elliott at jelliott@aol.com if you have any questions. Thank you.

xx

Word Processing I AK—Job 2

October 16, 2007

Mr. Marcus Alberta
420 Lordwith Drive
Billings, MT 59102

Dear Mr. Alberta

ACCOUNT NUMBER 4561-1221-1001

Your request to have the credit limit on your Bank One account increased to \$15,000 has been reviewed by our account management department.

After careful review of your request and your account, we must deny your request at this time for the following reasons:

- current balance
- length of account activation period

Please refer to the enclosed policy explanation document for a complete explanation of the policy that relates to your account. If you have any questions, please call Bank One customer service at 1-800-556-4546.

Sincerely

Michael Matthews
Sales Associate

xx

Enclosure

c Ms. Rita Brestel, Account Manager

Word Processing I AK—Job 3

The format may vary for Itinerary

ITINERARY

Astronomy Club

March 28—March 31

March 28

3:00 p.m. Meet at front of school.
Load all luggage into the bus.
Leave for Washington, D.C.

10:00 p.m. Arrive in Washington, D.C.
Check into hotel.

March 29

9:00 a.m. Breakfast at the hotel.

10:30 a.m. Leave hotel for Einstein Planetarium.

11:00 a.m. Tour of Einstein Planetarium begins.

3:30 p.m. Students will have the option of splitting with their chaperone groups to visit one of the sights in Washington, everyone meet back at the Einstein Planetarium at 9:00 p.m.

9:30 p.m. Sleepover in Einstein Planetarium.

March 30

10:00 a.m. Leave Einstein Planetarium.

Students have the option of splitting up with their own chaperone groups to visit sights. Meet back at hotel for dinner at 6:00 p.m.

6:30 p.m. Leave for the Spaghetti Factory for dinner.

10:30 p.m. Arrive back at hotel.

March 31

10:00 a.m. Meet in hotel lobby.
Check out of hotel.

5:00 p.m. Arrive back at the high school.

Word Processing I AK—Job 4

Field names will vary in the document and source document.

Date

«AddressBlock»

«GreetingLine»

Thank you for submitting your proposal to present at the Mountain-Plains Business Education Conference in Fargo, ND on June 14-18, 2005. The conference committee reviewed your proposal and is excited to give our members the opportunity to hear your presentation, “«Presentation».” Your presentation is scheduled for «Date» at «Time» in the «Room».

You'll note that a copy of this letter is also enclosed. Please verify your name and institution address—this is how the information will appear in the convention program. Please send any changes to my attention by April 1.

I have also included the speaker guidelines for the program session, the equipment request form, and the presentation policy form. Please return the completed forms by March 1, 2005, to Convention Coordinator, Mountain-Plains Business Education Association, 5956 North Mayfield Road, Denver, CO 80103.

Since session attendance varies, you should bring a minimum of 75 copies of your handouts. If you have any comments, questions, or suggestions, please do not hesitate to call me at 1-800-636-4412 or e-mail me at svanmetre@mpbea.edu.

«First_Name», we are looking forward to your presentation and you sharing your knowledge and expertise on «Presentation».

Sincerely

Ms. Suzie VanMetre
Program Committee Coordinator

xx

Enclosures

Word Processing I AK—Job 4-B

letters will vary with inside address and other fields—should be four letters

October 16, 2007

Mr. Ralph Newton, Division Chair
Santa Ana High School
28 Lake House Drive
Santa Ana, CA 92701

Dear Mr. Newton

Thank you for submitting your proposal to present at the Mountain-Plains Business Education Conference in Fargo, ND on June 14-18, 2005. The conference committee reviewed your proposal and is excited to give our members the opportunity to hear your presentation, "Teaching Ethics to Meet Student Needs." Your presentation is scheduled for June 15 at 9:00 a.m. in the Colorado Room.

You'll note that a copy of this letter is also enclosed. Please verify your name and institution address—this is how the information will appear in the convention program. Please send any changes to my attention by April 1.

I have also included the speaker guidelines for the program session, the equipment request form, and the presentation policy form. Please return the completed forms by March 1, 2005, to Convention Coordinator, Mountain-Plains Business Education Association, 5956 North Mayfield Road, Denver, CO 80103.

Since session attendance varies, you should bring a minimum of 75 copies of your handouts. If you have any comments, questions, or suggestions, please do not hesitate to call me at 1-800-636-4412 or e-mail me at svanmetre@mpbea.edu.

Ralph, we are looking forward to your presentation and you sharing your knowledge and expertise on Teaching Ethics to Meet Student Needs.

Sincerely

Ms. Suzie VanMetre
Program Committee Coordinator

dw

Enclosures

Word Processing I AK—Job 4-C

This will vary based on the software used for the problem.

First Name	Last Name	Company Name	Address Line 1	City	State	ZIP Code	Presentation	Date	Time	Room	Title	Position
Ralph	Newton	Santa Ana High School	28 Lake House Drive	Santa Ana	CA	92701	Teaching Ethics to Meet Student Needs	June 15	9:00 a.m.	Colorado Room	Mr.	Division Chair
Jonathan	Hoosier	Eastern Colorado High School	8265 Washington Avenue	Arvada	CO	80002	Identity Theft and Credit Reporting	June 15	10:00 a.m.	Oklahoma Room	Mr.	Instructor
Jill	Diamond	Del Mar High School	P.O. Box 2511	Del Mar	CA	92014	Strategies for Teaching International Communications	June 16	1:00 p.m.	South Dakota Room	Dr.	President
Brenda	Garreston	Sioux Valley High School	23859 Park Place	Toledo	OH	36531	Ups and Downs in Today's Technological World	June 16	2:00 p.m.	Montana Room	Ms.	Instructor