

2025-2026 Competitive Events Guidelines

Spreadsheet Applications



Spreadsheet Applications allows members to demonstrate their ability to organize, analyze, and present business data using spreadsheet software. Through a production test, members apply essential skills in data management, formulas, and charting to solve real-world business problems.

Event Overview

Division	Middle School
Event Type	Individual
Event Category	Production
Event Elements	Production Test

Educational Alignments

Career Cluster Framework Connection	Management & Entrepreneurship
NACE Competency Alignment	Career & Self-Development, Critical Thinking, Professionalism, Technology

Knowledge Areas

- Data Organization Concepts
- Creating Formulas
- Functions
- Generate Graphs (for analysis purposes)
- Filter & Sort
- Format & Print Options

Production tests are based on the knowledge areas and competencies outlined for this event. Detailed competencies can be found in the study guide included in these guidelines.

State

Each chapter may submit one (1) entry for state competition.

National

Required Competition Items

Items Competitor Must Provide	Items FBLA Provides
<ul style="list-style-type: none">• Fully powered device for production test, including all needed programs installed for the production test• Printed Production Test Reference Guide• Conference-provided nametag• Attire that meets the FBLA Dress Code	<ul style="list-style-type: none">• Production test tasks• Internet access for submission

Important FBLA Documents

- Competitors should be familiar with the Competitive Events [Policy & Procedures Manual](#), [Honor Code](#), [Code of Conduct](#), and [Dress Code](#).

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Eligibility Requirements

To participate in FBLA competitive events at the National Leadership Conference (NLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on March 1 of the current school year.
- **Repeat Competitors:** Members may only compete in an event at the NLC more than once if they have not previously placed in the top 10 of that event at the NLC. If a member places in the top 10 of an event at the NLC, they are no longer eligible to compete in that event at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.
- **Conference Registration:** Members must be officially registered for the NLC and must pay the national conference registration fee to participate.
- **Official Hotel Requirement:** To be eligible to compete, competitors must stay within the official FBLA housing block.
- **State Entry Limits:** Each state may submit up to four entries per event.
- **Event Participation Limits:** Each member may participate in:
 - One individual or team event, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the National Leadership Conference.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the NLC host city.
 - Schedule changes are not permitted.

Event Administration

- **Production Test Time:** 1 hour
- This event consists of a production test that is proctored and completed on-site at the National Leadership Conference (NLC).
- Competitors will complete a set of tasks aligned to the event knowledge areas and competencies.
- The **Production Test Reference Guide**, available on the Competitive Events section of the FBLA website (www.fbla.org), may be used during the test.

Scoring

- **The rating sheet will be provided on-site along with the production test.**
- Normalized production scores (using standard deviation, if multiple sections are used) will determine the top winners.

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- If there is a tie, the rating sheet will be used to break the tie. The competitor who earns the highest score earliest in the order of the rating sheet will be ranked higher.
- All judging decisions are final. Results announced at the National Leadership Conference are considered official and will not be changed after the conclusion of the National Leadership Conference.

Penalty Points

- Competitors may be disqualified if they violate the Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to their assigned presentation time.

Recognition

- A maximum of 10 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Electronic Devices

- Unless approved as part of a documented accommodation, all cell phones, smartwatches, electronic devices, and headphones must be turned off and stored away before the competition begins. Visible devices during the event will be considered a violation of the FBLA Honor Code.

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Study Guide: Knowledge Areas & Competencies

A. Formulas

1. Create basic formulas with addition, subtraction, multiplication, and division.
2. Use SUM, MIN, MAX, COUNT, PMT, IF and AVERAGE functions while completing a spreadsheet template.
3. Use and change mathematical functions and formulas, including absolute and relative cell references and what-if analysis.
4. Construct arithmetic formulas to solve typical business-oriented problems.
5. Create named ranges to be used in formulas and printing.
6. Evaluate formulas and locate invalid data and formulas.
7. Use cells from other worksheets inside a formula.
8. Use the fill handle with formulas.

B. Functions

1. Demonstrate the functions and terminology of spreadsheet software.
2. Open, save, print, and close a spreadsheet.
3. Design, create, and edit spreadsheets using appropriate inputting, editing, and formatting skills.
4. Navigate and enter values, labels, and dates within a worksheet.
5. Demonstrate locking and freezing features.
6. Use wrap text and fill alignment features to make cell entries.
7. Import data from text files (insert, drag, and drop) and other applications.
8. Export data to other applications.
9. Create, edit, and remove a comment.
10. Track changes (highlight, accept, and reject).
11. Insert headers and footers in a spreadsheet.
12. Manipulate multiple worksheets in a workbook.
13. Use help features and reference materials to learn software and solve problems.

C. Graphics, Charts, and Reports

1. Create and modify charts and graphs to visually represent data.
2. Import graphics elements in spreadsheet.
3. Change colors and apply spot color to graphics and text.
4. Add text boxes.
5. Edit, resize, crop, and manipulate copy and graphics.
6. Enhance and format charts.
7. Create embedded charts.
8. Add and format chart arrows.
9. Explode pie charts.
10. Create and format information in reports.

D. Filter and Sorting Data

1. Sort and filter spreadsheet data for specific information.
2. Sort a list (ascending, descending, etc.).
3. Search a list by using AutoFilter.
4. Filter by numerical values, text, dates, etc.

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5. Analyze and edit data.

E. Format and Print Options

1. Format cell contents (font, color, alignment, shading, decimal).
2. Insert, delete, copy, and paste cells.
3. Enhance a spreadsheet by using formatting features (column width, justification, and values).
4. Align the data and apply borders and/or shading to a cell or a range of cells.
5. Apply number formats (accounting, currency, and number).
6. Apply conditional formats.
7. Create and modify custom data formats.
8. Adjust page setup for landscape or portrait layout.
9. Use print preview to view, proofread, and edit the spreadsheet.
10. Print designated areas of the spreadsheet with or without gridlines.
11. Use print scaling options (shrink to fit).
12. Set print specifications for formulas, graphs, worksheets, etc.

The Study Guide represents all knowledge areas that may be covered in the production test.