

INTEGRATED OFFICE APPLICATIONS (23)

Regional—2012

Production Portion

Job 1	Report	_____ (100 pts.)
Job 2	Spreadsheet	_____ (100 pts.)
Job 3	Spreadsheet with Chart	_____ (100 pts.)
Job 4	Presentation	_____ (100 pts.)
	TOTAL POINTS	_____ (400 pts.)

Failure to adhere to any of the following rules will result in disqualification:

- 1. Contestant must hand in this test booklet and all printouts. Failure to do so will result in disqualification.***
- 2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests or facsimile (handwritten, photocopied, or keyed) are allowed in the testing area.***
- 3. Electronic devices will be monitored according to ACT standards.***

No more than ten (10) minutes orientation
 No more than 90 minutes actual testing time
 No more than ten (10) minutes wrap-up

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Workplace Skills Assessment Program competition.

GENERAL INSTRUCTIONS

1. Make certain this test booklet contains Jobs 1-4.
2. Correct all errors.
3. For any problem where you would normally use your reference initials, use your contestant number. Your name or initials should not appear on any work you submit. ***Key or write your contestant number and the job number in the lower left-hand corner of all work submitted.***
4. Please use two-letter state abbreviations for all addresses. Use the current date on all correspondence unless directed otherwise. You may use reference materials, but you may not share with other contestants.
5. Assume these jobs are waiting for you upon arrival at work. You may complete them in any order you choose.
6. If you finish before the end of the testing time, notify the proctor. Time may be a factor in determining the winner in the event of a tie.
7. When turning in your contest, remember to arrange the jobs in numeric order.
8. Use your time wisely. You have 90 minutes to complete the test.

JOB 1: Report

Key the following report to Edna Renick from Roger Meyer, Marketing Department. Use the current date. The title of the report is *Virtual Environmental Center*. After you have keyed the report make the following notations using the “Comment” command:

Paragraph 1, line 1, change “use” to “utilize”

Paragraph 2, line 1, change “reason” to “purpose”

Paragraph 3, line 1, change “how” to “show”

Paragraph 4, line 2, change “shown” to “presented”

A virtual environmental center would use communication technologies to network researcher, students at all levels, and the broader civic, government, and business communities in a program of environmental education and interactive learning.

Why a Virtual Center?

The reason of a virtual environment center is to give large numbers of people from different walks of life an opportunity to study and learn about the environment. Field trips by large numbers of people to ecologically sensitive sites would damage the sites being studied.

Assessing the Reality of the Center

The data collected and analyzed how that it is feasible and cost effective to network four major coastal properties for internet, teleconferencing, and real-time interactive field experiences. These properties represent the range of coastal habitats in the southeast and are largely pristine and unaffected by human activities.

Recommended Action

The virtual environmental center is both feasible and cost effective; therefore, the final plans should be shown for approval.

JOB 2: Spreadsheet

Create a spreadsheet, using only spreadsheet software, for Professional Business Associates (PBA) employees. Professional Business Associates has decided to pay a 3.5% commission on total sales to its salespeople. The company also pays a base salary to each employee. With the following information for the fourth quarter of 2011, prepare a Commission Report listing the employee name, base salary, total sales, commission amount and total salary.

Employee	Base Salary	Total Sales	Commission Amount	Total Salary
Employee A	7500	437,628		
Employee B	9550	538,667		
Employee C	8000	187,932		
Employee D	6720	379,452		
Employee E	9730	763,824		
Totals				

1. The first three lines of the spreadsheet should include Professional Business Associates, Commission Report, and Fourth Quarter, 2012. Please center these lines over the table.
2. Compute the commission amount and the total salary for each employee.
3. Format all numbers as currency with two decimal places.
4. Apply an attractive format to the spreadsheet.
5. Print the spreadsheet centered on the page in portrait view.
6. Print the formulas in landscape view on one page.

JOB 3: Spreadsheet and Chart

Directions: Using the data below, create a spreadsheet with the title. The spreadsheet should be centered vertically and horizontally on a full sheet of paper. Use an appropriate formula to calculate the total budget. All budgeted amounts and total budget amount should be formatted for currency, two decimal places.

Professional Business Associates

Committee Chairpersons

Name, Extension No., Committee, Budget Amount

Julie Smith, 105, Entertainment, \$250

Betty Stiles, 265, Food/Beverage, \$200

Harvey Rosen, 310 Door Prizes, \$75

Coleen Wanek, 355, Decorations, \$25

Tom Carlson, 420, Tickets, \$30

Roger Meyer, 475, Publicity, \$75

Edna Renick, 165, Hospitality, \$45

Total Budget

Create a pie chart as an object on the spreadsheet showing each Committee and their corresponding budget amount. The chart should be formatted to include a legend and data labels as a percentage.

Print the completed spreadsheet and the chart on one page in portrait view. Show formulas and print again in landscape view as one page.

Job 4: PowerPoint Presentation

Professional Business Associates has decided to have a fundraising event for Special Olympics. Nancy Wells wants to present a presentation to the committee chairs in preparation for the event to be held on March 17, 2012. Nancy has established the budget to be the total budget amount from Job 3. Using the information from Job 3 and the scenario above, you are to create a PowerPoint presentation for Nancy. She has asked that it be a five-slide presentation using the information below:

Slide 1 – Title Slide to include the title, which is Special Olympics Fundraiser, the name of the presenter and the current date

Slide 2 – Specifics of the Fundraiser. Include bulleted information that highlights when the event will occur (March 17, 2012), where the event will be held (Columbus Country Club), Ticket Prices (\$25 per person or a table of eight for \$150), and Ticket Sales (from February 14 to February 29, 2012.)

Slide 3 – Committees and Chairs (Copy the name, phone extension, and committee as a table from Job 3)

Slide 4 – Copy the pie chart from Job 3 and insert it into this slide. Include an appropriate title with the budget total.

Slide 5 - Title this slide “Next Steps” and include these bulleted items: Form your committee; Assign duties for committee members; Meet on January 30 to report your committee’s progress

Add a footer with your contestant number and job number to the handout. Apply a design theme of your choice to the presentation. Print the five slides in handout view, using the six slides per page printing option.