



INTEGRATED OFFICE APPLICATIONS (23)

KEY

Regional - 2013

Job 1 - Letterhead	_____ (100 points)
Job 2 - Spreadsheet	_____ (250 points)
Job 3 - Mail Merge	_____ (200 points)
Job 4 - Labels	_____ (100 points)
Job 5 - Postcard	_____ (150 points)
<i>TOTAL POINTS</i>	_____ (800 points)

Judges/Graders:

Please double-check and verify all scores!

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<i>Job 1 - Letterhead</i>		<i>Points</i>	<i>Score</i>	<i>Total</i>
1	Letterhead content	25		
2	Formatting margins	25		
3	Graphic placement and size	25		
4	Date code (correct placement)	25		
	<i>TOTAL</i>	<i>100</i>		
<i>Job 2 - Spreadsheet</i>		<i>Points</i>	<i>Score</i>	<i>Total</i>
1	Font	10		
2	Data input accurately	20		
3	Column headings formatted correctly	40		
4	All numbers formatted according to directions	15		
5	Column inserted and projected sale price calculated correctly	15		
6	Projected commission rate calculated correctly	15		
7	Information sorted correctly	10		
8	Average calculated correctly	15		
9	Total projected commission calculated correctly	15		
10	Correct cells highlighted	10		
11	Chart	20		
12	Chart formatting	10		
13	Page orientation	10		
14	Centered vertically	15		
15	Gridlines and headings printed	15		
16	Formulas revealed	15		
	<i>TOTAL</i>	<i>250</i>		
<i>Job 3 - Mail Merge Letter</i>		<i>Points</i>	<i>Score</i>	<i>Total</i>
1	Mail merge letter content and formatting (grade based on production standards)	100		
2	Mail merge letter - merge fields printed	50		
3	Chart	50		
	<i>TOTAL</i>	<i>200</i>		

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<i>Job 4 - Labels</i>		<i>Points</i>	<i>Score</i>	<i>Total</i>
1	Avery 5160 layout used.	35		
2	Sorted ascending by postal code.	30		
3	Print merge fields	15		
4	Print merged labels	20		
	<i>TOTAL</i>	100		
<i>Job 5 - Postcard</i>		<i>Points</i>	<i>Score</i>	<i>Total</i>
1	Postcard dimensions correct	50		
2	Wording correct	30		
3	Provided graphics inserted	20		
4	Provided logo inserted correctly	20		
5	Creativity	15		
6	Overall design and appearance	15		
	<i>TOTAL</i>	150		
	<i>TOTAL</i>	800		

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Job 1 – Letterhead**



Professional Business Associates
2101 Epcot Avenue
Orlando, FL 32830-8442
Phone Number: (555) 555-0140
Fax Number: (555) 555-0144
Website: www.pba.org

Insert Date

Contestant #
Job 1

Note to Graders:

- Top Margin of .5" and left and right margins of 1" (25 points)
- Letterhead content - Century Gothic 14 point (25 points)
- Provided logo inserted – top left corner as 1.5" x 1.5" (25 points)
- Date code inserted 2" from the top of the page. Times New Roman 12 point. (25 points)

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Job 2 - Spreadsheet



	Title	First	Last	Address	City	State	Zip	Current House Sale Price	Projected Sale Price	Projected Commission Rate
3										
4	Ms.	Dorothy	Garland	1234 Yellow Brick Rd.	Orlando	FL	32808	\$331,075.00	\$297,967.50	\$19,367.89
5	Mr.	Peeta	Johnson	7065 Live Oak Dr.	Orlando	FL	32810	\$299,050.00	\$269,145.00	\$13,457.25
6	Ms.	Alyssa	Jones	3642 Drake Ave.	Orlando	FL	32805	\$319,550.00	\$287,595.00	\$18,693.68
7	Mr.	Robert	Pattinson	8851 Twilight Dr.	Orlando	FL	32824	\$279,095.00	\$251,185.50	\$12,559.28
8	Ms.	Julia	Roberts	1580 Newton St.	Orlando	FL	32801	\$309,000.00	\$278,100.00	\$18,076.50
9	Mr.	Taylor	Sanders	9003 Wilson Blvd.	Orlando	FL	32827	\$285,000.00	\$256,500.00	\$12,825.00
10	Ms.	Jessica	Thomas	50009 Lala Land Dr.	Orlando	FL	32824	\$290,755.00	\$261,679.50	\$13,083.98
11	Mr.	Jose	Vasquez	1010 East Oak Lane	Orlando	FL	32829	\$276,225.00	\$248,602.50	\$12,430.13
12	Mr.	Jamal	Williams	2500 Dogwood Lane	Orlando	FL	32801	\$295,000.00	\$265,500.00	\$13,275.00
13								\$298,305.56		\$133,768.69
14								Average Sale Price ↑		Total Projected Commission ↑
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										
32										

Contestant #
Job 2

- X-axis values may vary

Note to Graders:

- Arial 11 point unless otherwise stated (10 points)
- Data input correctly - check for ↑ symbol in H14 and J14 (20 points – all or none)
- Row 3 data italicized and bolded, 12 point font, middle aligned, rotated 60°, format text to fit, row height 84, double underline border (40 points)
- Columns H, I, and J formatted as currency with 2 decimal places and a comma (15 points)
- Column I inserted for Projected Sale Price and amounts are correct (15 points)
- Projected Commission Rate amounts are correct (15 points)
- Sorted in ascending order by last name (10 points)
- Average calculated correctly in H13 (15 points)
- Total projected commission calculated correctly in J13 (15 points)
- H13 and J13 highlighted in gray (10 points)
- 3D column chart inserted in cells B15-I32 per directions (20 points)
- Chart formatting (10 points)
- Landscape orientation (10 points)
- Centered vertically on the page (15 points)
- Print area includes A1-J32, fit to 1 page, printed with gridlines and row & column heading (15 points)
- Printed again with formulas revealed (15 points)
- Job #2 & Contestant Number in footer on left in footer

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PBA Realty Potential Clients										
Title	First	Last	Address	City	State	Zip	Current House Sale Price	Projected Sale Price	Projected Commission Rate	
Ms.	Dorothy	Garland	1234 Yellow Brick Rd.	Orlando	FL	32808	331075		=H4*0.9	=I4*0.065
Mr.	Pesta	Johnson	7065 Live Oak Dr.	Orlando	FL	32810	299050		=H5*0.9	=I5*0.05
Ms.	Alyssa	Jones	9542 Drake Ave.	Orlando	FL	32805	319550		=H6*0.9	=I6*0.065
Mr.	Robert	Pattinson	8851 Twilight Dr.	Orlando	FL	32824	279095		=H7*0.9	=I7*0.05
Ms.	Julia	Roberts	1580 Newton St.	Orlando	FL	32801	309000		=H8*0.9	=I8*0.065
Mr.	Taylor	Sanders	9003 Wilson Blvd.	Orlando	FL	32827	285000		=H9*0.9	=I9*0.05
Ms.	Jessica	Thomas	50009 Lala Land Dr.	Orlando	FL	32824	290755		=H10*0.9	=I10*0.05
Mr.	Jose	Vasquez	1010 East Oak Lane	Orlando	FL	32829	276225		=H11*0.9	=I11*0.05
Mr.	Jamal	Williams	2500 Dogwood Lane	Orlando	FL	32801	295000		=H12*0.9	=I12*0.05
							=AVERAGE(H4:H12) Average Sale Price ↑			=SUM(I4:I12) Total Projected Commission ↑



Current House Sale Price	Projected Sale Price	Projected Commission Rate
331075	=H4*0.9	=I4*0.065
299050	=H5*0.9	=I5*0.05
319550	=H6*0.9	=I6*0.065
279095	=H7*0.9	=I7*0.05
309000	=H8*0.9	=I8*0.065
285000	=H9*0.9	=I9*0.05
290755	=H10*0.9	=I10*0.05
276225	=H11*0.9	=I11*0.05
295000	=H12*0.9	=I12*0.05
=AVERAGE(H4:H12) Average Sale Price ↑		=SUM(I4:I12) Total Projected Commission ↑

Close up of formulas from above

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Job 3 – Mail Merge**



Letterhead from Job 1 should be included at top of page.

Current Date

«Title» «First» «Last»
«Address»
«City», «State» «Zip»

Dear «Title» «Last»

} Merge fields may be listed as AddressBlock or GreetingLine

FOLLOW UP

Many thanks for expressing an interest in my services. I realize there are numerous Realtors[®] you might have chosen so I greatly appreciate the opportunity to fulfill your real estate needs. I would consider working with you to achieve your goals both an honor and a privilege.

Feel free to contact me anytime at (555) 555-0140 or visit my web site www.pba.org for more information.

Based upon the information we previously discussed, I have included a chart showing the current pricing trends for homes in your desired location.

Chart

I truly look forward to fulfilling all of your real estate needs!

Sincerely

Savannah Thomas
PBA Agent

xx

c Nancy Wells
Julie Smith

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Current Date

Ms. Dorothy Garland
1234 Yellow Brick Rd.
Orlando, FL 32808

Dear Ms. Garland

FOLLOW UP

Many thanks for expressing an interest in my services. I realize there are numerous Realtors[®] you might have chosen so I greatly appreciate the opportunity to fulfill your real estate needs. I

Notes to Graders:

- Date should be 2" from top of page in Times New Roman 12 point font
- Greeting should include the recipient's title and last name
- Hyperlink inserted for website
- Errors based on production standards
 - 0 errors (100% of assigned point value of each document) = 100% x 100 pts = 200
 - 1 error (90% of assigned point value of each document) = 90% x 90 pts = 180
 - 2 errors (70% of assigned point value of each document) = 70% x 70 pts = 140
 - 3 or more errors (0% of assigned point value of each document)
- Merge Fields Printed = 50 points
- Chart included = 50 points

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Mr. Jamal Williams 2500 Dogwood Lane Orlando, FL Mr.32801	Ms. Julia Roberts 1580 Newton St. Orlando, FL 32801	Ms. Alyssa Jones 3642 Drake Ave. Orlando, FL 32805
Ms. Dorothy Garland 1234 Yellow Brick Rd. Orlando, FL 32808	Mr. Peeta Johnson 7065 Live Oak Dr. Orlando, FL 32810	Ms. Jessica Thomas 50009 Lala Land Dr. Orlando, FL 32824
Mr. Robert Pattinson 8851 Twilight Dr. Orlando, FL 32824	Mr. Taylor Sanders 9003 Wilson Blvd. Orlando, FL 32827	Mr. Jose Vasquez 1010 East Oak Lane Orlando, FL 32829
Contestant # Job #4		

Note to Graders:

- Merge fields may be listed as address block or individual fields
- Avery 5160 used (35 points)
- Sorted in ascending order based on postal code (30 points)
- Merge fields printed (15 points)
- Print merged labels (20 points)
- Job #4 & Contestant # in Bottom Left Footer

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Job 5 - Postcard



- Postcard Dimensions 5.5" x 4.25" (students may use a template if desired) (50 points)
- Correct wording (30 points)
- 2 pictures of houses inserted on front (20 points)
- Logo inserted (front & back) (20 points)
- Creativity (15 points)
- Overall Design and Appearance (15 points)
- Picture of stamp not required per directions

*Actual format will vary