Contestant Number: _____

Time: _____

Rank: _____

INTEGRATED OFFICE APPLICATIONS
(215)

REGIONAL – 2014

Multiple Choice Section:

Objective questions (25 @ 4 points each) _____ (100 points)

Production Portion:

Job 1: Database Report _____ (150 points)

Job 2: Mailable Letter w/placeholders & merge _____ (200 points)

Job 3: Mailing Labels _____ (100 points)

TOTAL POINTS _____ *(550 points)*

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

		Points	*Score*
Multiple Choice (25 @ 4 pts. each)		*100*	
Job 1 – Database		*Points*	*Score*
1	Data input correctly (mailability standards)	100	
2	Correctly formatted title	10	
3	Fields formatted correctly (font, field size)	10	
4	Correct Auto-format applied	10	
5	All fields visible with no overlapping	10	
6	Report printed landscape	10	
	TOTAL	*150*	
Job 2 – Mail Merge Letter		*Points*	*Score*
1	Mail merge letter content and formatting (mailability standards and placeholder(s)	150	
2	Mail merge letter - merge fields printed	50	
	TOTAL	*200*	
Job 3 – Labels		*Points*	*Score*
1	Avery 5160 layout used	30	
2	Sorted ascending by postal code	20	
3	Print merged labels	30	
4	Contestant # Job 3 in Page Footer	20	
	TOTAL	*100*	
	TOTAL	*550*	

GENERAL INSTRUCTIONS

1. Answer the 25 objective questions using the Scantron scoring sheet provided. Write your contestant number along with the contest number on the Scantron sheet.

2. Make certain this test booklet contains Jobs 1-3 and the objective questions.

3. Correct all errors.

4. 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 your contestant number and job number in a footer on all documents in the lower left-hand corner of all work submitted unless instructed otherwise.

5. Use two-letter state abbreviations for all addresses. Use the current date on all correspondence unless directed otherwise. You may use your own reference materials but you may not share with other contestants.

6. You may use templates; however, your creativity score may be lowered.

7. If you finish before the end of the testing time, notify the proctor of the contest. Time may be a factor in determining the winner in the event of a tie.

8. When turning in your completed work, place your scoring sheet on top of all of your jobs. The jobs should be arranged in numerical order. Turn in all partial jobs completed. Your test administrator will provide instruction for the Scantron sheet.

True-False: Please mark your choice on your Scantron sheet. A=True; B=False

1. When you edit an embedded object within the destination program, the changes affect only the embedded object; the original object in the source program remains unchanged.

2. The proofreader's term "stet" means to delete the item completely.

3. In the ARMA alphabetic filing rules, articles, prepositions and conjunctions (except the) are considered filing units.

4. A kilobyte is the amount of storage space required for one character.

5. Preset format decisions in software programs are called default values.

6. When you link an object, you can edit the information in the source file, and the changes will appear in the destination document.

7. The wildcard symbols available for use in a query are the double period (..) and the question mark (?).

8. Web pages are accessed and viewed using a software program called a web server.

9. When copying and pasting formulas in an Excel spreadsheet, Excel adjusts the formula's cell reference relative to the new location of the formula in the worksheet.

10. In a database, a table and form contain different information.

Multiple Choice: Mark the letter of the correct answer on your scantron sheet.

11. Text or a graphic that displays on top of or behind the text in a document is called a(n) _____.
    a. Signature
    b. Imprint
    c. Watermark
    d. Trademark

12. Which of the following sentences has no errors to be corrected?
    a. When the bell rings, I to will go with you.
    b. Their have been too much time allotted for this contest.
    c. Where would you like the sensus to start?
    d. I, too, like the idea of charging all applicants a fee.

13. The section of a formal business report that contains supplementary materials is called the
    a. Appendix
    b. Table of contents
    c. Summary
    d. Title page

14. An application that can _____ data can create a file in a format that another application understands, enabling the two programs to share the same data.
    a. Export
    b. Import
    c. Copy
    d. Paste

15. Which of the following functions of word processing software allows you to print page numbers at the top or bottom of each page of a report?
    a. Automatic format
    b. Headers and footers
    c. Global search
    d. Cut and paste

16. Your company has asked you to prepare a report, which calculates and graphically compares sales figures for the past two years. Which application would be the best choice for the job?
    a. Presentation
    b. Spreadsheet
    c. Database
    d. Word processing

17. The study of the effect of work environment on the health and well-being of employees is
    a. Physiology
    b. Ecosystems
    c. Ergonomics
    d. Economics

18. On the envelope, mailing notations such as REGISTERED or SPECIAL DELIVERY should be placed
    a. Below the stamp or postage area
    b. In the lower right corner
    c. In the lower left corner
    d. Below the return address

19. When you _____ data, the info is left in the original place and placed somewhere else.
    a. Export
    b. Delete
    c. Copy
    d. Paste

20. Preprogrammed information that is permanently stored in the computer's memory and cannot be changed by the user is
    a. Sector
    b. ROM
    c. Track
    d. RAM

21. The proofreader's mark [means:
    a. Move left
    b. Move right
    c. Move up
    d. Move down

22. You can insert a document table into a presentation slide by inserting the table as a(n) _____.
    a. Object Type Table
    b. Image
    c. Table Object
    d. Embedded Object

23. Which of the following best describes the mailing address format recommended by the US Postal Service?
    a. No punctuation, mixed case
    b. All CAPS, punctuation, serif font
    c. No punctuation, sans serif font
    d. All CAPS, no punctuation, sans serif font

24. To select nonadjacent rows and columns in a spreadsheet program, click the column or row heading of the first row or column in your selection; then hold down_____ while you click the column or row headings of other rows or columns that you want to add to the selection.
    a. SHIFT
    b. ALT
    c. ALT + SHIFT
    d. CTRL

25. Which of the following would NOT be an appropriate backup method for large amounts of data?
    a. Flash drive, 512 MB
    b. External hard drive, 1 TB
    c. Network server
    d. Cloud

You have been promoted to administrative assistant to Julie Smith in the Human Resources Department of Professional Business Associates (PBA). Ms. Smith would like you to prepare documents related to prospective hires. Please follow the guidelines in the Style & Reference Manual when completing the work.

Please follow directions carefully. Print out hard copies of documents as instructed.

Job 1: Database

Design a database to collect information on prospective employees. Use the following field names and formatting.

Field	Size	Format	Indexed
Title	5	Text	No
FName	30	Text	No
MName	5	Text	No
LName	30	Text	No
Address	70	Text	No
City	30	Text	Yes, Duplicates OK
State	4	Text	Yes, Duplicates OK
Zip	10	Text	Yes, Duplicates OK

- ✓ Create a new database.
- ✓ Save the file as Job 1-Contestant#.
- ✓ Input the data presented below into the database.
- ✓ Use the report wizard to create a report.
- ✓ Use no grouping, sort in ABC order by last name, tabular, landscape, flow style in the order below.
- ✓ Report title is Prospective Hires.
- ✓ Adjust the fields so no items are truncated and no fields are overlapping.
- ✓ Put your contestant and job # in a page footer.
- ✓ Print the report in landscape view.
- ✓ This is Job 1.

Title	First Name	Middle Initial	Last Name	Address	City	State	Postal Code
Mr.	Daniel	L	Rodriguez	1614 Richmond Ave	Indianapolis	IN	68922
Ms.	Nikki	M	Gardner	902 Circle Dr	Trevor	IN	54899
Mr.	Kyle	R	Bozeman	4801 Oak Tr	Westerville	IN	46112
Mrs.	Emily	J	Alma	821 Mystic Ln	Cresson	IN	55332
Ms.	Mia	B	Russell	714 Park Blvd	Springtown	IN	64551

Job 2: Mailable Letter w/placeholders & merge

- ✓ Using the database you created in Job 1, create the following business letter.
- ✓ Include an appropriate closing.
- ✓ Use merge codes where appropriate.
- ✓ The letter is from Julie Smith, Human Resources Manager.
- ✓ Include the following subject line: Application Received.
- ✓ Use the recipient's title and last name in the greeting.
- ✓ Send a copy of the letter to Nancy Wells.
- ✓ Insert a hyperlink for the website in the letter.
- ✓ Print the letter with the merge codes displayed. This will be Job 2-1.
- ✓ Merge the letter for Daniel Rodriguez only and print. This will be Job 2-2.

Thank you for your interest in a position with professional business associates. We have recieved your application. We are currently reviewing all applications and anticipate starting the interview process within the next 2 weeks. Someone from our office will be in contact with you if you are selected for an interview.

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

I look forward to meeting you and discussing your future with PBA

Job 3: Mailing Labels

- ✓ Using the database prepared in Job 1, create mailing labels for all participants using Avery 5160.
- ✓ Include only the fields necessary for mailing labels.
- ✓ Sort the labels in ascending postal code order.
- ✓ Put your contestant # and job # in the page footer. Write in if necessary in the left corner.
- ✓ Merge the labels and print.
- ✓ This is Job 3.