



INTEGRATED OFFICE APPLICATIONS (215)

REGIONAL – 2014

Objective:

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

Production:

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)***

**Judges/Graders: Please double check and verify all
scores and answer keys!**

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Workplace Skills Assessment Program competition.

Contestant #
Job #



		<i>Points</i>	<i>Score</i>
Multiple Choice (25 @ 4 pts. each)		100	
Job 1 - Database		<i>Points</i>	<i>Score</i>
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		<i>Points</i>	<i>Score</i>
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		<i>Points</i>	<i>Score</i>
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	

Contestant #

Job #



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 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 on the Scantron sheet.

Contestant #
Job #



OBJECTIVE QUESTIONS ANSWER KEY:

- | | |
|-------|-------|
| 1. A | 14. A |
| 2. B | 15. B |
| 3. A | 16. B |
| 4. B | 17. C |
| 5. A | 18. A |
| 6. A | 19. C |
| 7. B | 20. B |
| 8. B | 21. A |
| 9. A | 22. B |
| 10. B | 23. D |
| 11. C | 24. D |
| 12. D | 25. A |
| 13. A | |



Prospective Hires

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

Contestant #
Job #

Graders—Do not deduct points if the page footer appears under the report and not at the bottom of the page. This is Job 1.

Contestant #
Job #



Job 2-1

Current Date

Note to Graders: It is acceptable for students to have a placeholder for each field instead of an address block.

«AddressBlock»

Note to Graders: It is acceptable for students to have a greeting line instead of a place holder for each field.

Dear «Title» «LName»

APPLICATION RECEIVED

Thank you for your interest in a position with Professional Business Associates. We have received your application. We are currently reviewing all applications and anticipate starting the interview process within the next two 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.

Sincerely

Julie Smith, Manager
Human Resources

Note to Graders: It is also acceptable for signature block to read:

Julie Smith
Human Resources Manager

Contestant #

c Nancy Wells

Contestant #

Job #



Job 2-2

Current Date

Mr. Daniel Rodriguez
1614 Richmond Ave
Indianapolis, IN 68922

Dear Mr. Rodriguez

APPLICATION RECEIVED

Thank you for your interest in a position with Professional Business Associates. We have received your application. We are currently reviewing all applications and anticipate starting the interview process within the next two 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.

Sincerely

Julie Smith, Manager
Human Resources

Contestant #

c Nancy Wells

Contestant #
Job #



Job 3

Mr. Kyle Bozeman
4801 Oak Tr
Westerville, IN 46112

Ms. Nikki Gardner
902 Circle Dr
Trevor, IN 54899

Mrs. Emily Alma
821 Mystic Ln
Cresson, IN 55332

Ms. Mia Russell
714 Park Blvd
Springtown, IN 64551

Mr. Daniel Rodriguez
1614 Richmond Ave
Indianapolis, IN 68922

Label appearance may be slightly different depending of creation in Word or Access. Either is acceptable. As you can see from the key, the footer may not show up on the labels page. You may want the contestants to write their contestant # and job # in the lower left corner.

Contestant #
Job #