

INTEGRATED OFFICE APPLICATIONS (215)

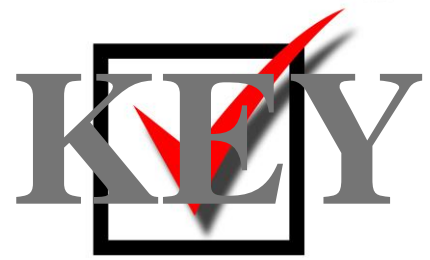
REGIONAL – 2015

Production:

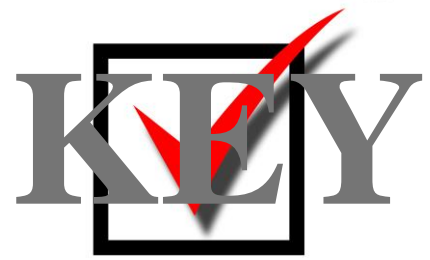
Job 1 Letterhead	_____	(100 points)
Job 2 Spreadsheet	_____	(250 points)
Job 3 Mail Merge Letter	_____	(250 points)
Job 4 Announcement	_____	(150 points)
<i>TOTAL POINTS</i>	_____	<i>(750 points)</i>

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

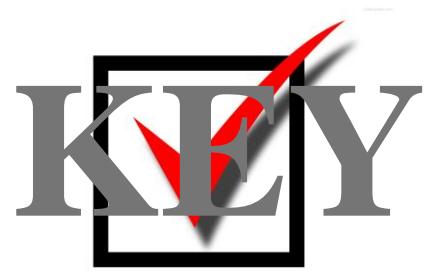
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Workplace Skills Assessment Program competition.



<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		
	TOTAL	100		
<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 code names inserted correctly	15		
6	Column inserted and weight lost calculated correctly	15		
7	Column inserted and % weight lost calculated correctly	15		
8	Information sorted correctly	15		
9	Average calculated correctly	15		
10	Correct cells highlighted	10		
11	Chart	20		
12	Chart formatting	10		
13	Page orientation	10		
14	Centered vertically	10		
15	Print area, fit to 1 page, and gridlines printed	15		
16	Formulas revealed	15		
	TOTAL	250		



<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)	200		
2	Mail merge letter - merge fields printed	25		
3	Mail merge letter – winner letter printed	25		
	<i>TOTAL</i>	<i>250</i>		
<i>Job 4 - Announcement</i>		<i>Points</i>	<i>Score</i>	<i>Total</i>
1	Layout two pages per sheet, portrait orientation correct	30		
2	Wording correct	30		
3	Provided logo inserted	20		
4	Print merge fields	10		
5	Print merged announcement	10		
6	Creativity	25		
7	Overall design and appearance	25		
	<i>TOTAL</i>	<i>150</i>		
	<i>GRAND TOTAL</i>	<i>750</i>		



Job 1 – Letterhead

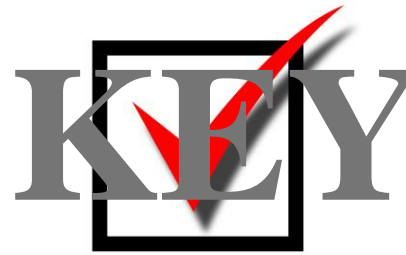


Professional Business Associates
769 Village Green
Anaheim, CA 92801-5624
Phone Number: (861) 555-0216
Fax Number: (861) 555-0272
Website: www.pba.org

Current Date

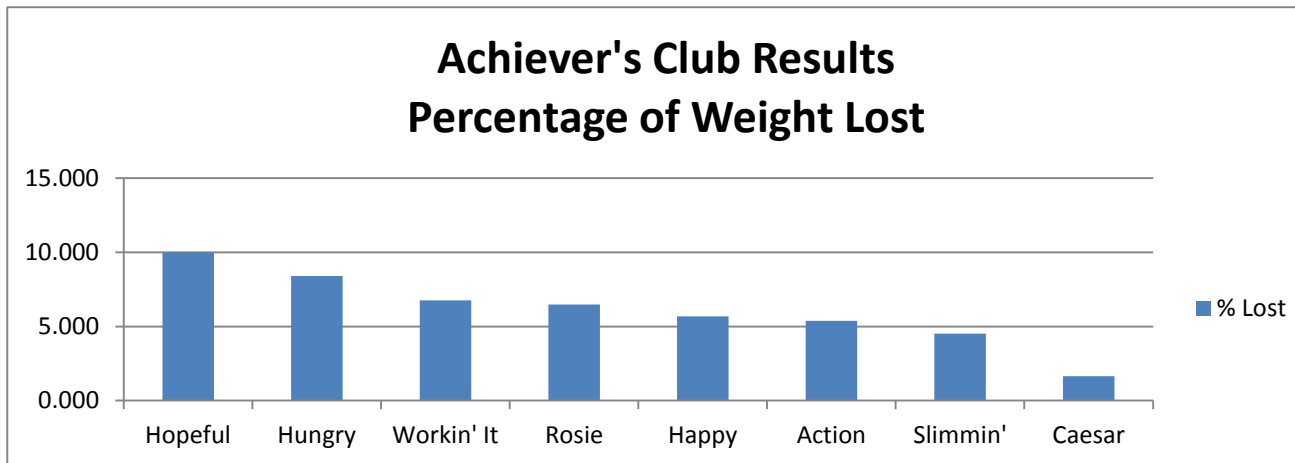
Note to Graders:

- Top and bottom margins of .5" and left and right margins of 1" (25 points)
- Letterhead content – Calibri 12 point (25 points)
- Provided logo inserted – top left corner as 1.0" x 1.5" (25 points)
- Date code inserted 2" from the top of the page. Times New Roman 12 point. (25 points)

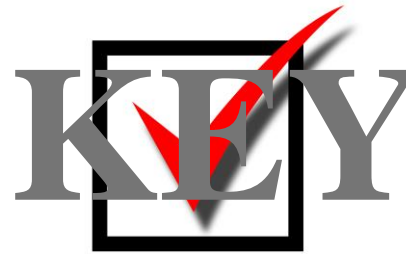


Job 2 -- Spreadsheet

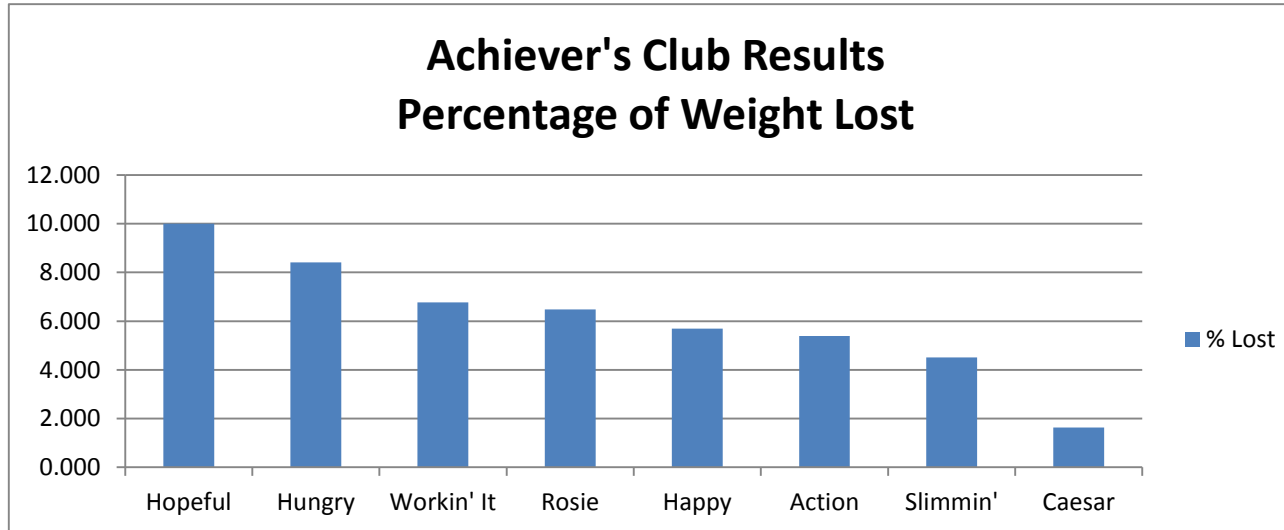
<i>Title</i>	<i>First</i>	<i>Last</i>	<i>Code Name</i>	<i>Address</i>	<i>City</i>	<i>St</i>	<i>ZIP</i>	<i>Starting Weight</i>	<i>Ending Weight</i>	<i>Weight Lost</i>	<i>% Lost</i>
Ms.	Francine	Ingeman	Hopeful	20718 Butterfield Ave.	Anaheim	CA	92801	150	135	15	10.000
Mr.	Carlos	Sanchez	Hungry	7826 Queen Anne Rd.	Anaheim	CA	92801	226	207	19	8.407
Ms.	Greta	Moseby	Workin' It	420 Telegraph St.	Buena Park	CA	92809	192	179	13	6.771
Ms.	Rachel	Scaccia	Rosie	9212 Seeman Lane	Anaheim	CA	92801	139	130	9	6.475
Mr.	Wayne	Jolley	Happy	1475 Commons Dr.	Anaheim	CA	92801	211	199	12	5.687
Ms.	Adrienne	Neubauer	Action	1840 Seminary St.	Buena Park	CA	92809	167	158	9	5.389
Ms.	Heather	Van Landuyt	Slimmin'	1206 Hidden Lake Rd.	San Diego	CA	93687	155	148	7	4.516
Mr.	Marcus	Kosirowski	Caesar	805 Bach Blvd.	Apple Valley	CA	92761	183	180	3	1.639
										Average % Lost	6.111



Note to Graders: Column widths may vary.

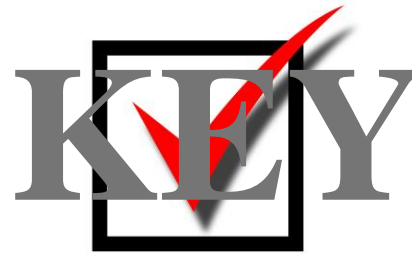


Title	First	Last	Code Name	Address	City	St	ZIP	Starting Weight	Ending Weight	Weight Lost	% Lost
Ms.	Francine	Ingeman	Hopeful	20718 Butterfield Ave.	Anaheim	CA	92801	150	135	=(I2-J2)	=(K2/I2)*100
Mr.	Carlos	Sanchez	Hungry	7826 Queen Anne Rd.	Anaheim	CA	92801	226	207	=(I3-J3)	=(K3/I3)*100
Ms.	Greta	Moseby	Workin' It	420 Telegraph St.	Buena Park	CA	92809	192	179	=(I4-J4)	=(K4/I4)*100
Ms.	Rachel	Scaccia	Rosie	9212 Seeman Lane	Anaheim	CA	92801	139	130	=(I5-J5)	=(K5/I5)*100
Mr.	Wayne	Jolley	Happy	1475 Commons Dr.	Anaheim	CA	92801	211	199	=(I6-J6)	=(K6/I6)*100
Ms.	Adrienne	Neubauer	Action	1840 Seminary St.	Buena Park	CA	92809	167	158	=(I7-J7)	=(K7/I7)*100
Ms.	Heather	Van Landuyt	Slimmin'	1206 Hidden Lake Rd.	San Diego	CA	93687	155	148	=(I8-J8)	=(K8/I8)*100
Mr.	Marcus	Kosirowski	Caesar	805 Bach Blvd.	Apple Valley	CA	92761	183	180	=(I9-J9)	=(K9/I9)*100
Average % Lost										=AVERAGE(L2:L9)	



Job 2 – Spreadsheet with Formulas

Contestant Number
 Job 2

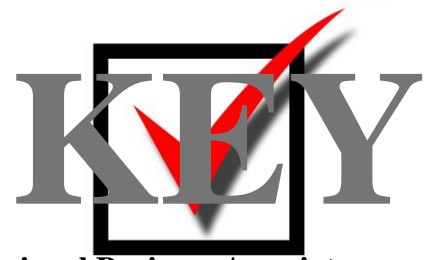


Job 2 -- Spreadsheet

Note to Graders:

- X-axis values may vary
- Font: Calibri 11 point unless otherwise stated **(10 points)**
- Data input accurately **(20 points – all or none)**
- Column headings formatted correctly: italicized, bolded, and centered **(10 points)**
- Column headings: Calibri 12 point font (10 points), row height 37.50 (50 pixels) **(10 points)**, double underline border **(10 points)**
- Data in columns G, I, J and K centered **(5 points)**
- Data in column L three (3) decimal places **(10 points)**
- Code Name column inserted after last name **(5 points)**, names correct **(10 points)**
- Weight Lost column inserted **(5 points)** calculated correctly **(10 points)**
- % Weight Lost column inserted **(5 points)**, calculated correctly **(10 points)**
- Table sorted by % Weight Lost data in descending order **(15 points)**
- Average % Lost calculated in L10 correctly **(5 points)**, labeled, merged, right justified in cells J10 and K 10 **(10 points)**
- J10 through L10 highlighted in gray **(10 points)**
- 2D column chart inserted in cells C13-J13 per directions **(10 points)**, title inserted per directions **(10 points)**
- Landscape orientation **(10 points)**
- Centered vertically on the page **(10 points)**
- Print area includes A1-L27 **(5 points)**, fit to 1 page **(5 points)**, Printed with gridlines **(5 points)**
- Printed again with formulas revealed **(15 points)**

Some contestants may do the % of weight loss as a percent. Do not deduct points if their responses are in percent on the spreadsheet and the chart.



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Current Date

Document with merge fields
printed -- 25 points.

«Title» «First» «Last»

«Address»

«City», «St» «Zip»

Dear «Title» «Last»

CONGRATULATIONS

It is with great pleasure that I can announce that you are the winner of the weight loss contest. Everyone in the “Achiever’s Club” lost weight, but you lost the largest percentage of body weight which makes you this quarter’s winner. This information will also be included on our company website at www.pba.org.

We hear and read so much about the importance of good nutrition and exercise, and it appears that you are well on your way to a healthier life style.

The associates at Professional Business Associates will be pleased to learn that in addition to the low-fat, low calorie menus available in the cafeteria, we will be opening a fully-equipped workout room early next month. It will include several treadmills, elliptical machines and a walking/jogging track. Please feel free to stop in with any suggestions you might have for even more improvements regarding our commitment to our associates’ health and well-being.

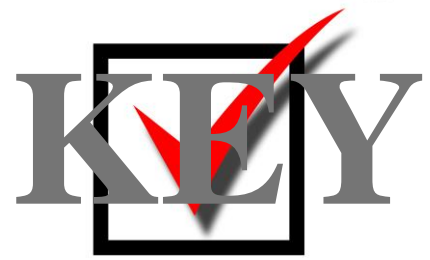
Sincerely

Julie Smith
Human Resources Manager

xx

c Nancy Wells

Contestant Number
Job 3



Professional Business Associates

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Phone Number: (861) 555-0216

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Website: www.pba.org



Current Date

See Style and Reference Manual for formatting. Points based on production standards. Document with correct winner printed -- 25 points.

Ms. Francine Ingeman
20718 Butterfield Ave.
Anaheim, CA 92801

Dear Ms. Ingeman

CONGRATULATIONS

It is with great pleasure that I can announce that you are the winner of the weight loss contest. Everyone in the "Achiever's Club" lost weight, but you lost the largest percentage of body weight which makes you this quarters winner. This information will also be included on our company website at www.pba.org.

We hear and read so much about the importance of good nutrition and exercise and it appears that you are well on your way to a healthier life style.

The associates at Professional Business Associates will be pleased to learn that in addition to the low-fat, low calorie menus available in the cafeteria, we will be opening a fully equipped workout room early next month. It will include several treadmills, elliptical machines and a walking/jogging track.

Please feel free to stop in with any suggestions you might have for even more improvements regarding our commitment to our associates health and well-being.

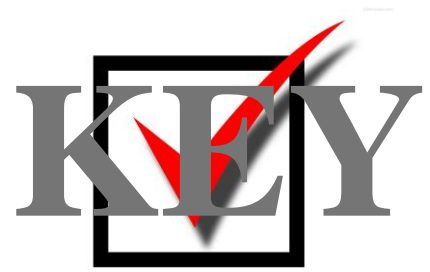
Sincerely

Julie Smith
Human Resources Manager

xx

c Nancy Wells

Contestant Number
Job 3



Job 4 – Announcement – Merge Codes



PBA “Achiever’s Club” Meeting

**Join your associates for this quarter’s meeting.
We will be recognizing «First» «Last» »the winner
of the 1st Quarter challenge.
Healthy refreshments will be served.**

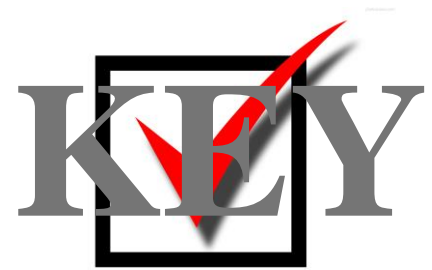
**When: May 22, 2015
Time: 3 p.m.
Where: 6th floor conference room**



PBA “Achiever’s Club” Meeting

**Join your associates for this quarter’s meeting.
We will be recognizing «First» «Last» »the winner
of the 1st Quarter challenge.
Healthy refreshments will be served.**

**When: May 22, 2015
Time: 3 p.m.
Where: 6th floor conference room**



Job 4 – Announcement



PBA “Achiever’s Club” Meeting

**Join your associates for this quarter’s meeting.
We will be recognizing Francine Ingeman the winner
of the 1st Quarter challenge.
Healthy refreshments will be served.**

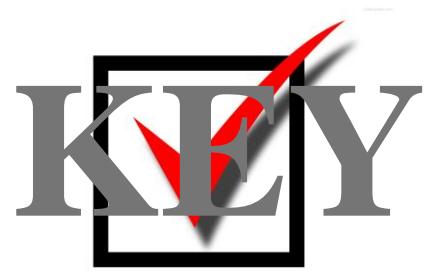
**When: May 22, 2015
Time: 3 p.m.
Where: 6th floor conference room**



PBA “Achiever’s Club” Meeting

**Join your associates for this quarter’s meeting.
We will be recognizing Francine Ingeman the winner
of the 1st Quarter challenge.
Healthy refreshments will be served.**

**When: May 22, 2015
Time: 3 p.m.
Where: 6th floor conference room**



Notes to Graders:

- Layout correct: two pages per sheet **(15 points)**
- Portrait orientation **(15 points)**
- Correct wording **(30 points)**
- Logo inserted **(20 points)**
- Print merge fields **(10 points)**
- Print merged announcement **(10 points)**
- Creativity **(25 points)**
- Overall Design and Appearance **(25 points)**

*Actual format will vary