

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>

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

Property of Business Professionals of America.
 May be reproduced only for use in the Business Professionals of America
Workplace Skills Assessment Program competition.

INTEGRATED OFFICE APPLICATIONS - REGIONAL 2015

<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>	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		
	<i>TOTAL</i>	250		

INTEGRATED OFFICE APPLICATIONS - REGIONAL 2015

Page 3 of 8

<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>	250		
<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>	150		
	<i>GRAND TOTAL</i>	750		

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

EX: 99-9999-9999
Job 1

4. You may use templates; however, your creativity score may be lowered.
5. If you finish before the end of the testing time, notify the administrator of the contest. Time may be a factor in determining the winner in the event of a tie.
6. 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.

You have been hired as a new associate working for Julie Smith, Human Resources Division Manager at Professional Business Associates (PBA). Ms. Smith would like you to help her prepare documents related to your new position as a PBA employee. Please follow the guidelines for our company when completing the work.

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

Job 1: Letterhead

1. Ms. Smith has asked you to create a new letterhead for the department.
2. Include the information below (Right Aligned, Calibri 12 point) as well as including PBA's graphic (provided) in the top left corner of the document. Size the graphic to 1.0" x 1.5".
3. Use a top and bottom margin of .5" and left and right margins of 1".
4. Insert the date code 2" from the top of the page (left aligned) per the *Style & Reference Manual* guidelines.
5. Save the letterhead for use as a mail merge project in Job 3.
6. Print a copy.

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

Job 2: Spreadsheet

Create a spreadsheet of members of the Achiever’s Club. Font should be Calibri 11 pt.

Title	First	Last	Address	City	St	ZIP	Starting Weight	Ending Weight
Mr.	Wayne	Jolley	1475 Commons Dr.	Anaheim	CA	92801	211	199
Ms.	Greta	Moseby	420 Telegraph St.	Buena Park	CA	92809	192	179
Ms.	Francine	Ingeman	20718 Butterfield Ave.	Anaheim	CA	92801	150	135
Mr.	Marcus	Kosirowski	805 Bach Blvd.	Apple Valley	CA	92761	183	180
Ms.	Adrienne	Neubauer	1840 Seminary St.	Buena Park	CA	92809	167	158
Mr.	Carlos	Sanchez	7826 Queen Anne Rd.	Anaheim	CA	92801	226	207
Ms.	Rachel	Scaccia	9212 Seeman Lane	Anaheim	CA	92801	139	130
Ms.	Heather	Van Landuyt	1206 Hidden Lake Rd.	San Diego	CA	93687	155	148

1. Italicize, bold, and center column headings. Use Calibri 12 point font.
2. Change the height of Row 1 to 37.50 (50 pixels) and double underline the bottom of the row.
3. Insert a column after the Last Name, Title it Code Name and add the code names as follows:
Jolley-Happy Moseby-Workin’ It Ingeman-Hopeful Kosirowski-Caesar Neubauer-Action Sanchez-Hungry Scaccia- Rosie Van Landuyt-Slimmin’
4. Insert a new column labeled Weight Lost after the Ending Weight column. Calculate the amount of Weight Lost.
5. Insert a new column labeled % Lost after the Weight Lost column. Calculate the % of Weight Lost. Round to 3 decimal places.
6. Format the column widths for the text to fit.
7. Sort the information by % Lost in descending order.
8. Calculate the average % Lost in L10 and label it in J10. Merge cells J10 and K10 and right justify.
9. Highlight the results in J10 through L10 in gray.
10. Insert a 2D Column Chart below the spreadsheet including the Code Names and the % Lost. Stretch the chart across Columns C13—J13. Insert Losers’ Club Results Percentage of Weight Lost as a title above the chart.
11. Center the data in columns G, I, J and K.
12. Change the orientation to landscape with narrow margins. Center the spreadsheet vertically on the page.
13. Set the print areas to include all necessary information. Fit to one page.
14. Print a copy showing gridlines.
15. Print a copy showing formulas. Adjust columns to fit document to one page.

Job 3: Mail Merge Letter

1. Using the letterhead you created in Job 1 and the spreadsheet chart for Job 2, create the following mail merge letter following the letter style in the PBA Style and Reference Manual. Make sure to include all necessary letter parts.
2. The letter is from Julie Smith, Human Resources Manager.
3. Include the following subject line: CONGRATULATIONS. Use the recipients' title and last name in the greeting.
4. Send a copy of the letter to Nancy Wells.
5. Create a hyperlink for the website in the letter.
6. Print the letter with the merge codes displayed.
7. Merge the letter for the contest winner only.
8. Print the letter for the contest winner.

Body of Letter

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.

Job 4: Announcement

Using the following information, prepare an attractive announcement to be posted on bulletin boards throughout the company.

Information for Announcement

PBA “Achiever’s Club” Meeting

Join your associates for this quarter’s meeting. We will be recognizing (merge winners name) the winner of the 1st Quarter challenge. Healthy refreshments will be served.

May 22, 2015

3 p.m.

6th floor conference room

1. Use two pages per sheet in portrait orientation.
2. Insert merge codes for the name of the winner.
3. Include the company logo and use special features such as font, bold, italics, WordArt, borders, graphics, etc. to enhance the announcement.
4. Print the announcement with the merge codes displayed.
5. Merge the document and print.