



ADVANCED WORD PROCESSING (210)

REGIONAL – 2016

Job 1: Letter	_____	(100 points)
Job 2: Table	_____	(100 points)
Job 3: Memo	_____	(100 points)
Job 4: Report	_____	(100 points)
<i>TOTAL POINTS</i>	_____	<i>(400 points)</i>

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

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Workplace Skills Assessment Program competition.



General Instructions

You are working as an administrative assistant at Professional Business Associates (PBA), floating amongst departments as needed. Currently you are on the project team for planning PBA's National Convention. Correct errors in spelling and word usage.

1. Make certain this test booklet contains Jobs 1-4.
2. For any job 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 as a footer in the left hand corner of all work submitted.**
3. 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.
4. 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.

Production Standards:

0 errors	100 points
1 error	90 points
2 errors	70 points
3+ errors	0 points



Job 1—Letter Key

Current Date

Mr. Bill Belichick
New England Patriots
One Patriot Place
Foxborough, MA 02035-1388

Dear Mr. Belichick

KEYNOTE SPEAKER INVITATION

You have led and inspired the New England Patriots to multiple Super Bowl trips, through tough wins and even tougher losses. The Professional Business Associates' National Convention is about professional development opportunities for staff to reach their potential. We would be honored if you would accept this invitation to inspire our staff with the keynote address at the opening ceremony on May 5, 2016, in Boston.

Professional Business Associates (PBA) is a leading organization of software development and sells software, hardware, and services. The enclosed brochures will tell you more about our mission and goals.

The National Convention is a culmination of regional and state conventions offering learning opportunities and competitive events based on national standards for employees to showcase skills and improve knowledge. Our theme this year is "Believe."

Please let me know if you are able to accept this invitation. Your response by December 15 would be greatly appreciated.

Sincerely

Julie Smith
Human Resources Manager

Contestant #

Enclosures

Job #, Contestant #

Job 1 – Letter
0 errors = 100 points
1 error = 90 points
2 errors = 70 points
3+ errors = 0 points

Job 2 – Table
0 errors = 100 points
1 error = 90 points
2 errors = 70 points
3+ errors = 0 points

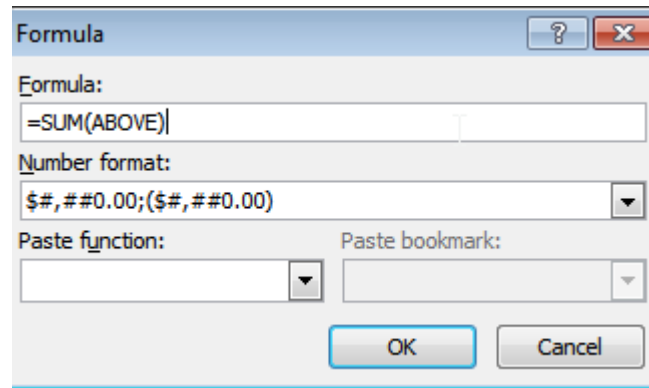


2016 NATIONAL CONVENTION ADVERTISING

Current Date

Category	Quantity	Projected Amount
Platinum Corporate Partner	2	\$20,000.00
Gold Corporate Partner	5	25,000.00
Silver Corporate Partner	11	22,000.00
Bronze Corporate Partner	14	14,000.00
Exhibitors	17	8,500.00
Program Booklet Special Messages	43	860.00
Total	92	\$90,360.00

Make sure that the contestant prints out a copy showing the field codes for the totals and one showing the values. The codes should be =SUM(ABOVE) and should show formatting “\$#,##0.00”.





JOB 3—Memo with Table Key

MEMORANDUM

TO: Nancy Wells, CEO
FROM: Julie Smith, Human Resources Manager
CC: Harvey Rosen, Financial Services Manager
DATE: Current Date
SUBJECT: National Convention Advertising Update

Job 3 – Memo
0 errors = 100 points
1 error = 90 points
2 errors = 70 points
3+ errors = 0 points

Marketing efforts are well underway for the 2016 National Convention. Prior partners were mailed information about the event, the website was updated to include application forms, and promotional materials were sent to prospective companies. Following is the current status of these efforts:

2016 NATIONAL CONVENTION ADVERTISING

Current Date

NOTE:
Score the
table
separate
from the
memo.

Category	Quantity	Projected Amount
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Gold Corporate Partner	5	25,000.00
Silver Corporate Partner	11	22,000.00
Bronze Corporate Partner	14	14,000.00
Exhibitors	17	8,500.00
Program Booklet Special Messages	43	860.00
Total	92	\$90,360.00

A complete list of the companies is attached. Let me know if you have any questions.

Contestant #

Attachment

Job #, Contestant #



JOB 4—Report Key

Tom Carlson

Nancy Wells

Chief Executive Officer

Job 4 – Report
0 errors = 100 points
1 error = 90 points
2 errors = 70 points
3+ errors = 0 points

Carlson 1

Current Date (military style: day month year)

National Convention Technology

Every year the National Convention presents opportunities for and challenges with meeting technology needs. This report will address the needs, progress in meeting the needs, and concerns.

Assessment Procedures

The following steps were taken to assess technology needs for this year's convention:

1. Each competition was reviewed for software and hardware to be provided.
2. The quantity of contestants per competition in which equipment will be provided was calculated.
3. The room size of each competition was reviewed for occupancy and space restrictions to calculate the maximum number of devices to allocate to each room.
4. Each learning session was reviewed for software and hardware needs.
5. Exhibitor requests for additional technology needs were reviewed and calculated.

Technology Needs

A total of 257 laptops with Office 2010 (running Windows 7 or 8), 5 laptops with Windows 8 running Office 2013, 3 projection units, and 52 flash drives are needed in 14 rooms for competitions. In addition, 15 projection units will be needed for the learning breakout sessions, and 5 overhead jumbo projection screens will be needed for the awards ceremony.