INTEGRATED OFFICE APPLICATIONS
(215)

REGIONAL – 2016

Production:

Job 1: Database   _____ (100 points)

Job 2: Letter with Mail Merge   _____ (175 points)

Job 3: Spreadsheet Table   _____ (100 points)

Job 4: Flyer   _____ (125 points)

TOTAL POINTS   _____ *(500 points)*

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

SCORING SHEET

Job 1 – Database		*Points*	*Score*	*Total*
1.	Data entered correctly for the 5 records	70		
2.	Sorted by last name	10		
3.	No data is truncated	10		
4.	Printed landscaped report with contestant # and job # in footer	10		
	Total	*100*		
Job 2 – Letter with Merge				
1.	Content (Grade based on production standards)	100		
2.	Print with merge codes	50		
3.	Printed merged letters for Anne Muller	25		
	Total	*175*		
Job 3 – Spreadsheet Table				
1.	Data entered correctly for the 5 records	25		
2.	Times New Roman; 12 pt. for data and 14 pt. for title	10		
3.	Merge and center title over the data	10		
4.	Title and column headings bolded	10		
5	Right align column headings; not wrapped	10		
6.	Sorted ascending by Service field	5		
7.	Inside borders and thick outside border	10		
8.	Table centered horizontally and vertically in printout	10		
9.	Printout with contestant # and job # in footer	10		
	Total	*100*		
Job 4 – Flyer				
1.	Bulleted list	20		
2.	Title	10		
3.	Contact information	20		
4.	Graphics	15		
5.	Spreadsheet table inserted	20		
6.	Design, creativity, and overall attractiveness	40		
	Total	*125*		
	TOTAL POSSIBLE	*500*		

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 your jobs. The jobs should be arranged in numerical order. Turn in all partial jobs completed.

Job 1

Prospective Clients

Title	FName	LName	Address	City	State	Zip
Mr.	Allen	Dye	315 Fordham	Alief	OH	25374
Dr.	Julia	Hix	516 Kentwik	Pearland	OH	29614
Ms.	Anne	Muller	212 Orchard	Springport	OH	23752
Ms.	Nina	Patelli	795 Lakewood	Greenwood	OH	26448
Mr.	Kevin	Trentham	872 Picnic	Middletown	OH	22588

XX-XXXX-XXXX Job 1

Notes to Grader:

- Data sorted by last name in ascending order

- Job should be printed showing all required fields

- Be sure no data is truncated and fits to one page

- Check for a footer

Job 2-1

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

(Current Date)

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

«AddressBlock»

Dear «Title» «LName»

Professional Business Associates has recently expanded our services to include landscape design. We would like to add you to our growing list of clients who rely on us to provide environmentally friendly landscape services. We can create a custom plan to suit your individual needs.

The estimated fee for our services is based on the size of your lawn. We guarantee all our work and can provide references in your neighborhood. Please see our enclosed flyer for more information.

If you would like to consider using our services or if you have any questions, please contact us at 614-555-5555.

Sincerely

Roger Meyer, Manager
Marketing Department

> **Note to Graders:** It is also acceptable for signature block to read:
>
> Roger Meyer
> Marketing Manager

CONTESTANT NUMBER

Enclosure

c   Nancy Wells

> **Note to Graders:**
> Production Standards:
>   0 errors – 100 points
>   1 error –   90 points
>   2 errors –   70 points
>   3+ errors –   0 points

Job 2-2 – Merge printout includes the following

Ms. Anne Muller
212 Orchard
Springport, OH 23752

Dear Ms. Muller

Job 3: Spreadsheet Table

Yard Grooming Services			
Service	**Small Yard**	**Medium Yard**	**Large Yard**
Edging	$5	$10	$15
Fertilizing	$25	$35	$45
Mowing (grass removal)	$15	$25	$35
Mowing (no grass removal)	$10	$20	$30
Watering	$5	$10	$15

Notes to Grader:

- Title 14 pt. Times New Roman
- Data 12 pt. Times New Roman
- Merged and centered title over the table data
- All titles and column headings bolded
- Right aligned column headings over numbers (headings not wrapped)
- Inside borders and a thick outside border added to the table
- Service column sorted in ascending order
- Contestant # and job # in left-aligned footer
- Printed table centered horizontally and vertically

Job 4: Flyer

PBA
Landscape Design

- ❖ Individualized services
- ❖ Creative plant selection
- ❖ Courtyards, Patio, Gardens
- ❖ Call for a consultation

Some of our most popular yard grooming services are listed below. Call us for an extensive list of services.

Yard Grooming Services			
Service	Small Yard	Medium Yard	Large Yard
Edging	$5	$10	$15
Fertilizing	$25	$35	$45
Mowing (grass removal)	$15	$25	$35
Mowing (no grass removal)	$10	$20	$30
Watering	$5	$10	$15

For additional information, please contact:
Roger Meyer, Manager
Professional Business Associates
5454 Cleveland Avenue
Columbus, OH 45432
(614) 555-5555
E-Mail: rogermeyer@pba.org

Notes to Grader:
- ▪ Required elements
  - o Bulleted list
  - o Title
  - o Contact information
  - o Graphics
  - o Inserted spreadsheet table (formatted as student desires)
- ▪ Design, creativity, and overall attractiveness
  - *(This is a sample flyer—contestants' work will vary)*