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!**

Property of Business Professionals of America.

May be reproduced only for use in the Business Professionals of America

*Workplace Skills Assessment Program* competition.

**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

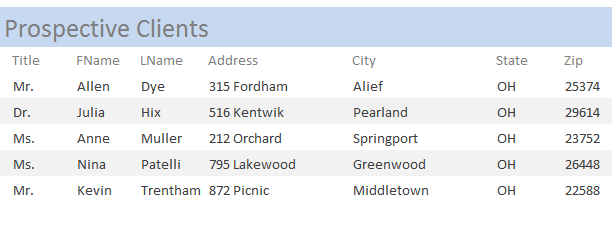
1. Make certain this test booklet contains Jobs 1-4.
2. Correct all errors.
3. For any problem where you would normally use your reference initials, use your contestant number. Your name or initials should NOT appear on any work you submit. Key your contestant number and job number in a footer on all documents in the lower left-hand corner of all work submitted.

**EX: 99-9999-9999**

**Job 1**

1. You may use templates; however, your creativity score may be lowered.
2. 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.
3. 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**



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

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

Roger Meyer

Marketing Manager

Roger Meyer, Manager

Marketing Department

CONTESTANT NUMBER

**Note to Graders:**

Production Standards:

0 errors – 100 points

1 error – 90 points

2 errors – 70 points

3+ errors – 0 points

Enclosure

c Nancy Wells

**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**

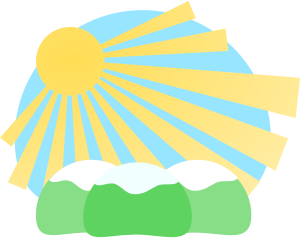
**PBA**

**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
  + Bulleted list
  + Title
  + Contact information
  + Graphics
  + Inserted spreadsheet table (formatted as student desires)
* Design, creativity, and overall attractiveness

***(This is a sample flyer—contestants’ work will vary)***