Contestant Number:

 Time:

 Rank:

INTEGRATED OFFICE APPLICATIONS

(215)

REGIONAL – 2016

**Production Portion:**

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)***

**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

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*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; 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.

You have been hired as a new associate working for Roger Meyer, Marketing Manager at Professional Business Associates (PBA). Mr. Meyer would like you to help him prepare documents related to your new position as a PBA employee. PBA has recently expanded their company from architecture to include landscape design. Please follow the guidelines for our company when completing the work.

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

**Job 1: Database**

We need a database created in order to begin saving information on prospective clients for our new landscaping business. Using a database program, design a database containing the following fields. This database will be merged with a letter we will be sending to all prospective clients.

|  |  |  |
| --- | --- | --- |
| **Field** | **Size** | **Format** |
| Title | 5 | Text |
| FName | 30 | Text |
| LName | 30 | Text |
| Address | 70 | Text |
| City | 30 | Text |
| State | 4 | Text |
| Zip | 10 | Text |

* Create a new database
* Save the file as Job1-Contestant#
* Input the data below into the database
* Sort by Last Name in A-Z order
* Print a hard copy of the database as a Report (use the Report Wizard)
	+ Use no grouping, tabular, landscape
	+ Report title is Prospective Clients
	+ Adjust the fields so no items are truncated and no fields are overlapping
	+ Put your contestant and job # in the page footer

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Title** | **First Name** | **Last Name** | **Address** | **City** | **State** | **Postal Code** |
| Mr. | Allen | Dye | 315 Fordham | Alief | OH | 25374 |
| Ms. | Anne  | Muller | 212 Orchard | Springport | OH | 23752 |
| Mr.  | Kevin | Trentham | 872 Picnic | Middletown | OH | 22588 |
| Dr. | Julia | Hix | 516 Kentwik | Pearland | OH | 29614 |
| Ms. | Nina | Patelli | 795 Lakewood | Greenwood | OH | 26448 |

**Job 2: Letter with Mail Merge**

* Create the following business letter using the database you created in Job 1
* Include an appropriate closing
* Use merge codes where appropriate
* The letter is from Roger Meyer, Marketing Manager
* Send a copy of the letter to Nancy Wells
* Use the recipient’s title and last name in the greeting
* Print the letter with the merge codes displayed—this will be Job 2-1
* Merge the letter for Anne Muller only and print—this will be Job 2-2

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.

**Job 3: Spreadsheet Table**

* Create a spreadsheet table using the following information
* Use 12 pt. Times New Roman for all data and 14 pt. Times New Roman for the title
* Merge and center the title over the data
* Bold all titles and column headings
* Right align column headings over numbers (do not wrap headings)
* Add inside borders and a thick outside border to the data
* Sort the table by Service in ascending order
* Put your contestant # and job # in a left-aligned footer
* Center the table horizontally and vertically and print the document

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

**Job 4: Flyer**

As a part of our mailing, we are including a Flyer giving a brief overview of our landscape business. Please use your creativity and design a professional-looking flyer we can include in our mailings to potential clients. Be sure to include contact information.

Include:

* Borders
* Graphics (you may use one of the provided ClipArt, or use shapes)
* Use the information found in the introduction about Professional Business Associates new business and in the *Style and Reference Manu*al to include on the flyer
* Copy and include the Excel table from Job 3—format as needed
* Include as a bulleted list the following information:
	+ Individualized services
	+ Creative plant selection
	+ Courtyards, Patio, Gardens
	+ Call for a consultation