

Contestant Number: _____

Time: _____

Rank: _____

INTEGRATED OFFICE APPLICATIONS (215)

REGIONAL – 2018

Job 1: Spreadsheet _____ (150 points)

Job 2: PowerPoint _____ (140 points)

Job 3: Mail Merge Letter _____ (130 points)

TOTAL POINTS _____ ***(420 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 ninety (90) minutes testing time
No more than ten (10) minutes wrap-up

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Workplace Skills Assessment Program competition

GENERAL INSTRUCTIONS

1. Make certain this test booklet contains the Jobs 1-3.
2. Key all jobs according to the instructions given.
3. Correct any obvious keyboarding errors and incorporate any editing notations.
4. Correct any errors in formatting. Use formatting shown in the *Style & Reference Manual*.
5. For any problem where you would normally key your reference initials, key your contestant number. Your name or initials should *not* appear on any work you submit.
6. Key your contestant number and job number as the footer in the lower left-hand corner of all work submitted unless otherwise specified.

<i>Example:</i>
99-9999-9999
Job 1

7. If you finish before the end of the testing time, notify the proctor. Time may be a factor in determining a winner when there is a tie score.
8. When turning in your materials, place your scoring sheet on top of your jobs. The jobs should be arranged in numerical order. Turn in all partial jobs completed

Production Standards	
0 Errors	100 points
1 Error	90 points
2 Errors	70 points
3 Errors	50 points
4+ Errors	0 points

<i>Job 1 – Spreadsheet</i>	<i>Possible Points</i>	<i>Points Awarded</i>
Data inputted correctly (follows mailability standards) 0 errors - 100 points, 1 error - 90 points, 2 errors - 70 points, 3 errors – 50 points, 4+ errors – 0 points	100	
Landscape Orientation (fits to one page)	10	
Headings formatted correctly	10	
All table data is displayed	10	
Contestant ID and Job # in footer	10	
Zip Code Centered (heading & field data)	10	
Job 1 Total	150	
<i>Job 2 – PowerPoint</i>	<i>Possible Points</i>	<i>Points Awarded</i>
Data inputted correctly (follows mailability standards) 0 errors - 100 points, 1 error - 90 points, 2 errors - 70 points, 3 errors – 50 points, 4+ errors – 0 points	100	
Correctly changed theme to Slice	10	
Fields formatted correctly (font, field size)	10	
Imported table from Excel	10	
Contestant ID and Job # in presentation footer	10	
Job 2 Total	140	
<i>Job 3 – Mail Merge Letter</i>	<i>Possible Points</i>	<i>Points Awarded</i>
Mail merge letter (follows mailability standards) 0 errors - 100 points, 1 error - 90 points, 2 errors - 70 points, 3 errors – 50 points, 4+ errors – 0 points	100	
Mail merge letter - merge fields printed	10	
Contestant ID and Job # in footer	10	
Mail merge letter for Allisson Crane printed	10	
Job 3 Total	130	
TOTAL	420	

You have been hired as an Event Planner in charge of creating a business retreat for team building by Nancy Wells, CEO Professional Business Associates (PBA). Mrs. Wells would like you to help her prepare documents related to the retreat. Follow the *Style and Reference Manual* for formatting. Your task is to create a Spreadsheet, PowerPoint, and Mail Merged Letter for the retreat to present to the company management.

Job 1: Spreadsheet

- ✓ Ms. Wells has asked you to create a new spreadsheet of all the employees
- ✓ Save the File as Job 1
- ✓ Create a blank spreadsheet and recreate the table below
- ✓ Center ZIP heading and data
- ✓ Use font style Calibri size 11
- ✓ Use the style Heading 4 for the headers of the table
- ✓ Center all headings
- ✓ Make sure to put Contestant ID and Job # in the footer
- ✓ Ensure all data is visible and fits to one page
- ✓ Print the table in landscape orientation

Title	First Name	Last Name	Department	Street Address	City	State	ZIP
Mrs.	Allisson	Crane	Financial Services	90 Tammie Dr	Dayton	OH	45400
Ms.	Gabrielle	Fernandez	Financial Services	202 Heather Dr	Columbus	OH	43085
Mr.	Malcolm	Murray	Marketing	912 Alexander Way	Cleveland	OH	44101
Mrs.	Sherlyn	Gilmore	Administrative Support	4573 Brenford Rd	Cleveland	OH	44129
Ms.	Adrienne	Conway	Human Resources	965 Sequia Dr	Dayton	OH	45490
Mr.	Talan	Bell	Human Resources	498 Beadle St	Cincinnati	OH	45201
Mrs.	Annika	Rodriguez	Financial Services	934 Hickory Ridge Rd	Columbus	OH	43085
Ms.	Jenna	Howard	Marketing	1584 Delaney Pkwy	Cincinnati	OH	45201
Mr.	Darryl	Carey	Marketing	3679 W Dennys Rd	Dayton	OH	45490
Mrs.	Arabella	Gonzales	Administrative Support	140 Streamside Circle	Dayton	OH	45400
Mrs.	Kayleigh	Hartman	Financial Services	219 Southern View Dr	Cleveland	OH	44101
Mrs.	Mariah	Noble	Information Technology	921 Peach Cir	Dayton	OH	45400
Ms.	Alejandra	Schneider	Information Technology	13 Spruance Rd	Cincinnati	OH	45242
Mr.	Houston	Marks	Financial Services	119 S Carter Blvd	Cincinnati	OH	45201
Mr.	Amir	Phillips	Administrative Support	3652 Long Woods Ct	Columbus	OH	43223

Job 2: PowerPoint

- ✓ Create a blank presentation
- ✓ Change the theme to Slice
- ✓ Make all text – Berlin Sans FB (font style)
- ✓ Change all slide titles to size of 27pt.
- ✓ Exception on – Title slide – font size is in Slide 1 directions
- ✓ All text is to be 22pt. font

Slide 1- Add the title Professional Business Associates Company Retreat, make it size 36 pt., and insert the picture “WalkingOnTheBeach” drag it to the bottom right corner.

Slide 2- Insert a title and content slide. Change the title to Benefits of a Retreat. Insert the bulleted list with the following text: Increases employee loyalty, Boost happiness, Works on team building skills, Builds coworker relationships. Insert the picture “BusinessHandshake” and position it to the top right.

Slide 3- Insert a title and content slide. Insert a table from the excel spreadsheet you made in the previous job. The table should be above the title. Insert the picture “BeachPicture” and position it to the bottom right.

Slide 4- Insert a title and content slide. Change the title to Activity Options. Insert a bulleted list with the following text: Day at Disney, Spa Day, SeaWorld, Universal Studios, Beach Days, Kennedy Space Center, Everglades, Panama City Beach. Insert the pictures “Alligator”, “MagicKingdom”, “NASA”, “UniversalStudios” and stagger them over one another.

Slide 5- Insert a title and content slide. Change the title to Supplies List. Insert a bulleted list with the following text: Bathing suits, Spending money, Toiletries, Cell phone & charger, Poncho, Sunscreen, Comfy shoe attire, Camera, Company badges

Add a footer with your contestant number and job number to the handout. Apply the Slice theme to the presentation. Print the five slides in handout view, using the six slides per page printing option.

Job 3: Mail Merge Letter

- ✓ Correct any spelling or grammatical errors.
- ✓ Include an appropriate closing.
- ✓ Use Employee List created in Job 1.
- ✓ Use merge codes where appropriate.
- ✓ The letter is from Nancy Wells, Chief Executive Officer
- ✓ Use the recipient's title and last name in the greeting.
- ✓ Print the letter with the merge codes displayed. This will be Job 3-1.
- ✓ Merge the letter all letters, but only print Allisson Crane letter. This will be Job 3-2.

Body of the Letter:

Professional Business Associates is hosting a company retreat. All company employees have been invited to attend a vacation in Orlando, FL. You are receiving recognition for your work in the «Department» department.

We feel that as a company, teamwork and cooperation are important characteristics of a healthy and cohesive working environment. It is our hope that all of our employees feel comfortable around each other in order to work together and increase the company dynamic. A successful working environment requires all employees to be involved; we believe everyone is an asset.

If you have any questions please contact Nancy Wells, Chief Executive Officer, at 632-555-0123.