



INTEGRATED OFFICE APPLICATIONS (215)

REGIONAL – 2018

Production:

Job 1: Spreadsheet	_____	(150 points)
Job 2: PowerPoint	_____	(140 points)
Job 3: Mail Merge Letter	_____	(130 points)
<i>TOTAL POINTS</i>	_____	<i>(420 points)</i>

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

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Workplace Skills Assessment Program competition.



SCORING SHEET

<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	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	



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



Job 1: Spreadsheet

Title	First Name	Last Name	Department	Street Address	City	State	ZIP
Mrs.	Allison	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 Beadie 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	45490
Mrs.	Kayleigh	Hartman	Financial Services	219 Southern View Dr	Cleveland	OH	44101
Mrs.	Mariah	Noble	Information Technology	912 Peach Cir	Dayton	OH	45400
Ms.	Alejandra	Schneider	Information Technology	13 Spruance Rd	Cincinnati	OH	45452
Mr.	Houston	Marks	Financial Services	199 S Carter Blvd	Cincinnati	OH	45201
Mr.	Amir	Phillips	Administrative Support	3652 Long Woods Ct	Columbus	OH	43223

Contestant #
Job 1

Notes to Grader:

- 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: PowerPoint



**PROFESSIONAL BUSINESS ASSOCIATES
COMPANY RETREAT**

Click to add subtitle



- ▶ Increases employee loyalty
- ▶ Boost happiness
- ▶ Works on team building skills
- ▶ Builds coworker relationships

BENEFITS OF A RETREAT

Title	First Name	Last Name	Department	Street Address	City	State	ZIP
Mr.	Alison	Cove	Financial Services	501 Terrace Dr.	Dayton	OH	45403
Ms.	Quinnelle	Farrandis	Financial Services	202 Heather Dr.	Columbus	OH	43080
Ms.	Melachro	Murray	Marketing	912 Alexander Way	Cleveland	OH	44126
Ms.	Shelley	Gibson	Administrative Support	1575 Brentford Rd.	Cleveland	OH	44129
Ms.	Adrienne	Conway	Human Resources	905 Sequia Dr.	Dayton	OH	45490
Mr.	Talor	Bohl	Human Resources	498 Beachline St.	Cincinnati	OH	45202
Ms.	Amelia	Rodriguez	Financial Services	1916 Hickory Ridge Rd.	Columbus	OH	43085
Ms.	Jenna	Howard	Marketing	1584 Delaware Pkwy.	Cincinnati	OH	45205
Ms.	Dana	Carry	Marketing	3078 W. Derrinton Rd.	Dayton	OH	45490
Ms.	Arabella	Goodman	Administrative Support	1405 Sycamoreside Circle	Dayton	OH	45490
Ms.	Kayleigh	Hartman	Financial Services	219 Southern View Dr.	Cleveland	OH	44102
Ms.	Mariah	Wolter	Information Technology	912 Peach Cir.	Dayton	OH	45490
Ms.	Alexandra	Schubert	Information Technology	33 Sycamore Rd.	Cincinnati	OH	45242
Ms.	Houston	Blanks	Financial Services	2893 Carter Blvd.	Cincinnati	OH	45201
Ms.	Ann	Phillips	Administrative Support	1852 Longwood Ln	Columbus	OH	43223

EMPLOYEE LIST



- ▶ Day at Disney
- ▶ Spa Day
- ▶ Sea World
- ▶ Universal Studios
- ▶ Beach Days
- ▶ Kennedy Space Center
- ▶ Everglades
- ▶ Panama City Beach



ACTIVITY OPTIONS

- ▶ Bathing suits
- ▶ Spending money
- ▶ Toiletries
- ▶ Cell phone & charger
- ▶ Poncho
- ▶ Sunscreen
- ▶ Cornify shoe attire
- ▶ Camera
- ▶ Company badges

SUPPLIES LIST

Content layout on slides
&
Bullet styles may vary



Job 3-1: Mail Merge Letter

(Current Date)

«AddressBlock»

Dear «Title» «Last_Name» **OR** «GreetingLine»

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.

Sincerely

Nancy Wells
Chief Executive Officer

Contestant ID #

Jobs 3-1 & 3-2 should include a Left Footer with:

**CONTESTANT #
JOB NUMBER**

Job 3-2 – Merge printout ONLY includes the following letter

Mrs. Allisson Crane
90 Tammie Dr
Dayton, OH 45400

Dear Mrs. Crane