**INTEGRATED OFFICE**

**APPLICATIONS**

**(215)**

REGIONAL – 2020

Job 1: Spreadsheet (160 points)

Job 2: PowerPoint (170 points)

Job 3: Memo/Chart (140 points)

***TOTAL POINTS (470 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.

|  |
| --- |
| *Example*: |
| 99-9999-9999  Job 1 |

1. 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.
2. 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

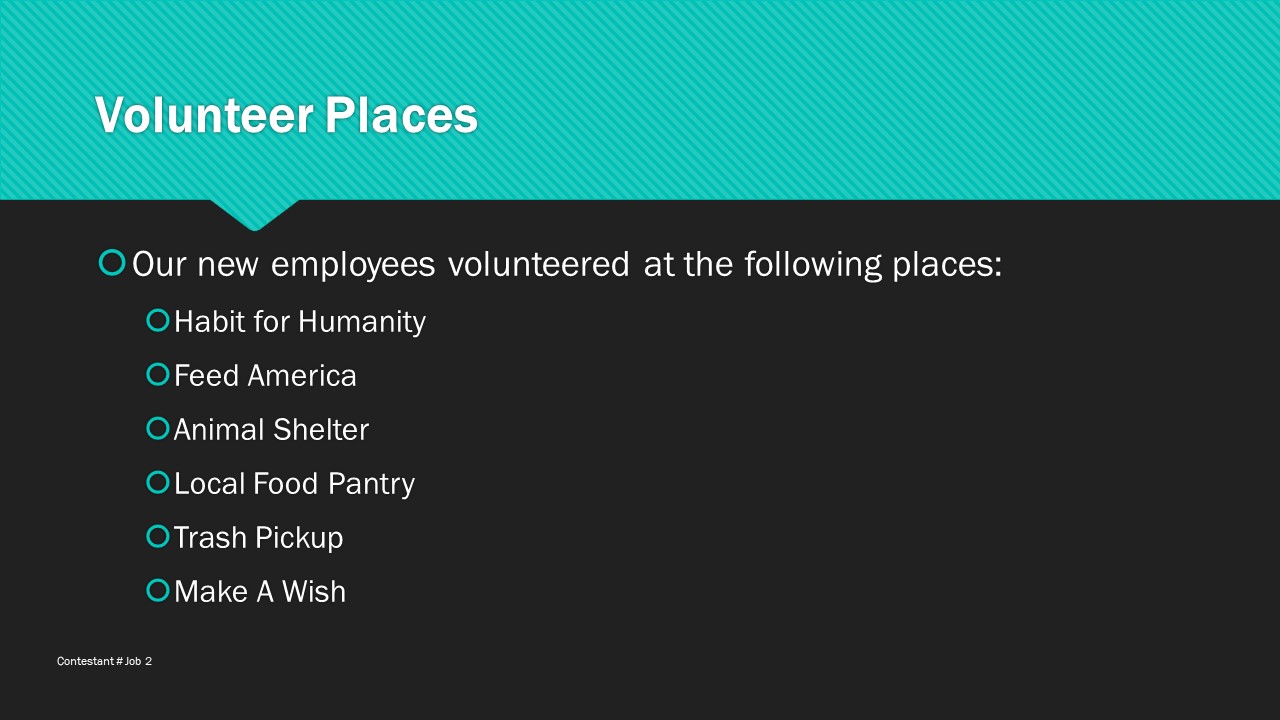
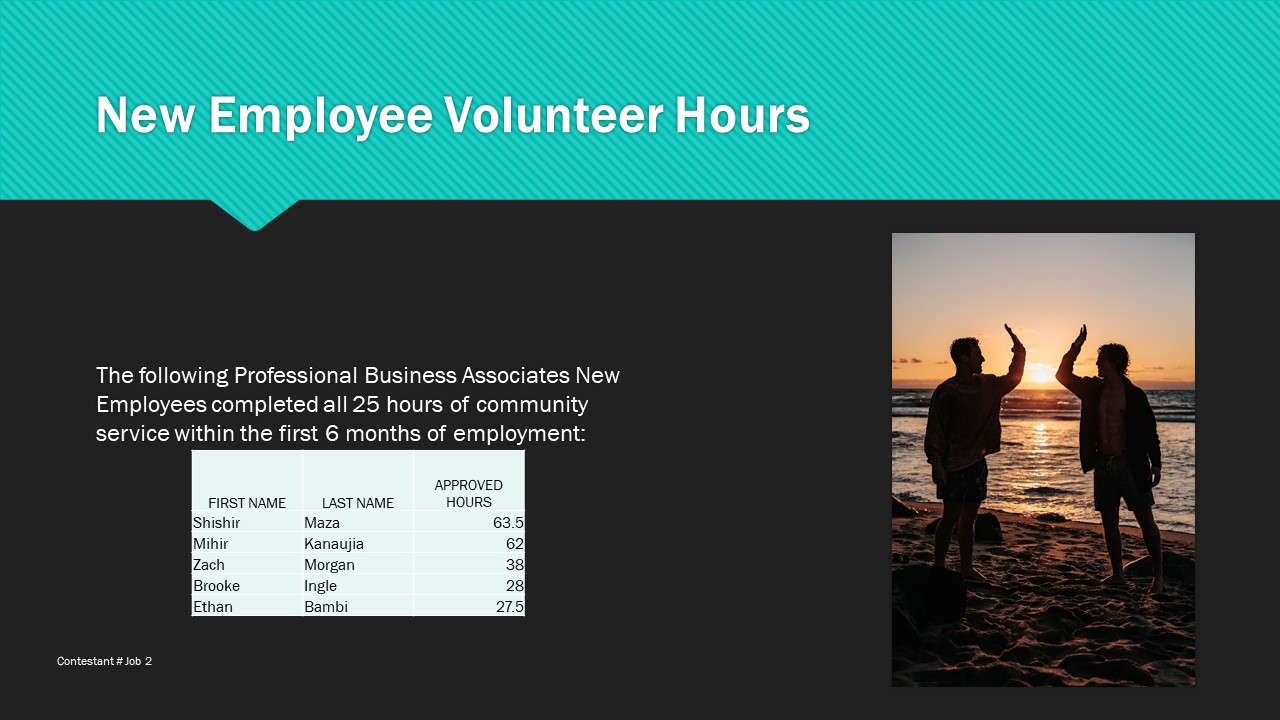
|  |  |
| --- | --- |
| **Production Standards** | |
| 0 Errors | 100 points |
| 1 Error | 90 points |
| 2 Errors | 70 points |
| 3 Errors | 50 points |
| 4+ Errors | 0 points |

|  |  |  |
| --- | --- | --- |
| ***Job 1 – Spreadsheet*** | ***Possible Points*** | ***Points Awarded*** |
| Data inputted correctly (follows production standards)  0 errors - 100 points, 1 error - 90 points, 2 errors - 70 points,  3 errors – 50 points, 4+ errors – 0 points | 100 |  |
| Landscape Orientation (All data fits to one page) | 10 |  |
| Column Titles formatted correctly in A1 & A2 | 10 |  |
| Column Titles formatted correctly in A3 | 10 |  |
| Correct Formula visible for Remaining Hours | 10 |  |
| Correct Formula visible for Percentage of Hours Remaining | 10 |  |
| Contestant Number and Job # in footer | 10 |  |
| **Job 1 Total** | **160** |  |
| ***Job 2 – PowerPoint*** | ***Possible Points*** | ***Points Awarded*** |
| Data inputted correctly (follows production 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 Quotable | 10 |  |
| Font Style Franklin Gothic applied | 10 |  |
| Volunteering image placed on Title Slide Master | 10 |  |
| Insert filtered spreadsheet and High Five image correctly on slide 2 | 10 |  |
| Insert images correctly on slides 3 and 5 | 10 |  |
| Printed in Handout View (6 Slides Horizontal) | 10 |  |
| Contestant Number and Job # in presentation footer | 10 |  |
| **Job 2 Total** | **170** |  |
| ***Job 3 – Memo/Table*** | ***Possible Points*** | ***Points Awarded*** |
| Memo (follows production standards)  0 errors - 100 points, 1 error - 90 points, 2 errors - 70 points,  3 errors – 50 points, 4+ errors – 0 points | 100 |  |
| Create and format Pie Chart correctly | 10 |  |
| Pie Chart inserted in letter correctly | 10 |  |
| Contestant Number and Job # in footer | 10 |  |
| Memo printed | 10 |  |
| **Job 3 Total** | **140** |  |
| **TOTAL** | **470** |  |

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**GRADERS NOTE:**

Formulas may differ, accept any formula that produces the correct results and illustrates competency.



**Job 3: Memo with Chart**

**MEMORANDUM**

**TO:** Nancy Wells, CEO

**FROM:** Roger Meyer, Marketing Department

**DATE:** CURRENT DATE

**SUBJECT:** Company Volunteer Program

Please let me know your thoughts on this memo before it is drafted for all Professional Business Associates employees.

We would like to announce that the Employee Volunteer Program is being expanded to all departments. The reasoning behind expanding the program deals with all the research that has gone into studying what happens when you volunteer. A study from Deloitte revealed that employers who encourage and promote volunteering boost morale, workplace atmosphere and brand perception. Brooks, Chad. "Want a Better Workplace? Encourage Employees to Volunteer." Business News Daily. 12 June 2017. 13 Apr. 2020 <https://www.businessnewsdaily.com/10007-encourage-employee-volunteer-work.html>.

The goal for next year will be to expand the program for all departments to complete 25 hours of community service this upcoming 2021. Employees can volunteer anyplace they see fit but are encouraged to volunteer in groups. Employees that volunteer in groups can receive extra vacation days in order to work together.

Thank you for your time and attention to this matter.

Contestant #