



**ADVANCED WORD PROCESSING**

(210)

**REGIONAL 2022**

**Production:**

**Job 1: Agenda \_\_\_\_\_\_\_\_\_\_ (100 points)**

**Job 2: Speech \_\_\_\_\_\_\_\_\_\_ (100 points)**

**Job 3: Table with Formulas \_\_\_\_\_\_\_\_\_\_ (100 points)**

**TOTAL POINTS \_\_\_\_\_\_\_\_\_\_ (300 points)**

**Test Time: 90 minutes**

**GENERAL GUIDELINES:**

***Failure to adhere to any of the following rules will result in disqualification:***

1. Member must hand in this test booklet and all printouts if any.
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 (handwritten, photocopied, or keyed) are allowed in the testing area.
3. Electronic devices will be monitored according to ACT standards.

**EXAM GUIDELINES:**

1. Ensure this test booklet contains Jobs 1, 2, and 3.
2. Key all jobs according to the instructions given.
3. Correct any and all formatting, spelling or grammar errors. Use the formatting guide in the *Style & Reference Manual***.**
4. Your name or initials should *not* appear on any work you submit. Use your Member ID in any occasion you would normally key your reference initials.
5. In the lower **right** hand corner of ALL work submitted (unless otherwise specified), key your Member ID and job number.
6. If you complete the event before the end of the time allotted, notify the proctor. Time may be considered a factor in determining a winner when there is a tie score.
7. Place your scoring sheet on top of your jobs. Jobs should be placed in numerical order.

|  |  |
| --- | --- |
| **PRODUCTION STANDARDS** | |
| 0 Errors | 100 Points |
| 1 Error | 90 Points |
| 2 Errors | 70 Points |
| 3 Errors | 50 Points |
| 4+ Errors | 0 Points |

**Job 1: Agenda**

The following information should be keyed as an agenda using the *Style & Reference Manual.* Spelling and punctuation errors are bold and underline for the grader.

**DIGITAL SOLUTIONS**

**Agenda**

**Regular Meeting of Board of Directors**

**Friday, January 15, 20XX, 1 p.m.**

**Meeting Room D, 15th Floor**

1. Call to Order—Nancy Wells, Chief Executive Officer
2. Roll Call—Julie Smith, **Secretary**
3. Reading of the Minutes—Julie Smith, **Secretary**
4. **Treasurer’s** Report—Roger Meyer
5. Committee Reports

Financial Policy and Procedures Manual—Harvey Rosen

Training and Development—Tom Carlson

Partnerships—Edna Renick

1. Unfinished Business

**Corporate** Social

Community **Fundraiser**

Annual Holiday

1. New Business

HVAC Renovation

Lobby **Furniture**

Staff Parking

1. January 22, 20XX at 1 p.m.

Member ID

Job #1

1. Adjournment

**Job 2: Speech**

The following information should be keyed as a speech using the *Style & Reference Manual.* Spelling and punctuation errors are bold and underline for the grader.

**DIGITAL SOLUTIONS**

**Working with the Younger You**

In today’s workplace, it is easy to say that it is hard to work with younger employees or colleagues. **Overwhelming** data tells us that the younger generation will be so much harder to work with when they enter the workforce. However, is that true? SO many of us have **forgotten** what it was like to start off young in a career that we barely felt trained for, let alone, ready. Think about the time you walked into your first job. Where you nervous? Did you know everything? Of course, you were **nervous**, and if you knew everything, you are just kidding yourself.

Today, it is more important for **us** “seasoned” employees to reach out and consider being a vital part in these younger **colleagues’** lives. Serving as a mentor can be a rewarding experience. Allowing yourself to get to know this new generation of workers will have a deep impact on your learning and development of new skills or even ideas. In exchange, you have the opportunity to mold them into the great employees you **~~have~~** have become today. This is a wonderful exchange of multi-generational skills that will allow our company to become a beacon of light in service **development**.

2

This summer Digital Solutions will be launching its new mentor program called Working with the Younger You. This program will develop training and seminar workshops that will enable our employees to learn from each other and strive for excellent in their roles in our company. I look forward to the development of this program and the launch. More details will be coming soon on our internal employee website. I want to thank Tom Carlson in advance for the content **delivery** that his team is putting together. Finally, I look forward to seeing you all sign-up for this great **opportunity**, and helping Digital Solutions provide a great solution to a multi-generation work gap in our company. Questions regarding the program can be directly to Edna **Renick** in the Administrative Support Department.

3

Member ID

Job #2

**Job 3: Table with Formulas**

The following information should be keyed as a table with formulas using the *Style & Reference Manual.* Spelling and punctuation errors are bold and underline for the grader.

**PAYROLL REGISTER**

**Financial Services Department**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Allowances** | **Gross Wages** | **Income Tax** | **Social Security** | **Medicare** | **Other** | **Total Deductions** | **Net Wages** |
| Gains | 1 | $468.29 | $43.00 | $29.03 | $6.79 | $82.12 | $160.94 | $307.35 |
| Brown | 0 | 389.92 | 43.00 | 24.18 | 5.65 | 56.45 | 129.28 | 260.64 |
| Roxi | 3 | 578.21 | 20.00 | 35.85 | 8.38 | 31.51 | 95.74 | 482.47 |
| Devon | 6 | 459.65 | 0.00 | 28.50 | 6.66 | 75.21 | 110.37 | 349.28 |
| Pressor | 2 | 358.76 | 18.00 | 22.24 | 5.20 | 48.22 | 93.66 | 265.10 |

Grader Note: The table should be centered horizontally and vertically.

Formulas: Social Security = C2\*0.062, Medicare = C2\*.0145, Total Deductions =SUM(D2:G2), and

Net Wages =C2-H2

Member ID

Job #3