**Contestant Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



**INTEGRATED OFFICE APPLICATIONS**

(215)

**REGIONAL 2022**

**Production:**

**Job 1: Spreadsheet \_\_\_\_\_\_\_\_\_\_ (170 points)**

**Job 2: Chart \_\_\_\_\_\_\_\_\_\_ (140 points)**

**Job 3: Letter with Chart \_\_\_\_\_\_\_\_\_\_ (160 points)**

**TOTAL POINTS \_\_\_\_\_\_\_\_\_\_ (470 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. 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 (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 -3.
2. Key all jobs according to the instructions given.
3. Correct any 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.

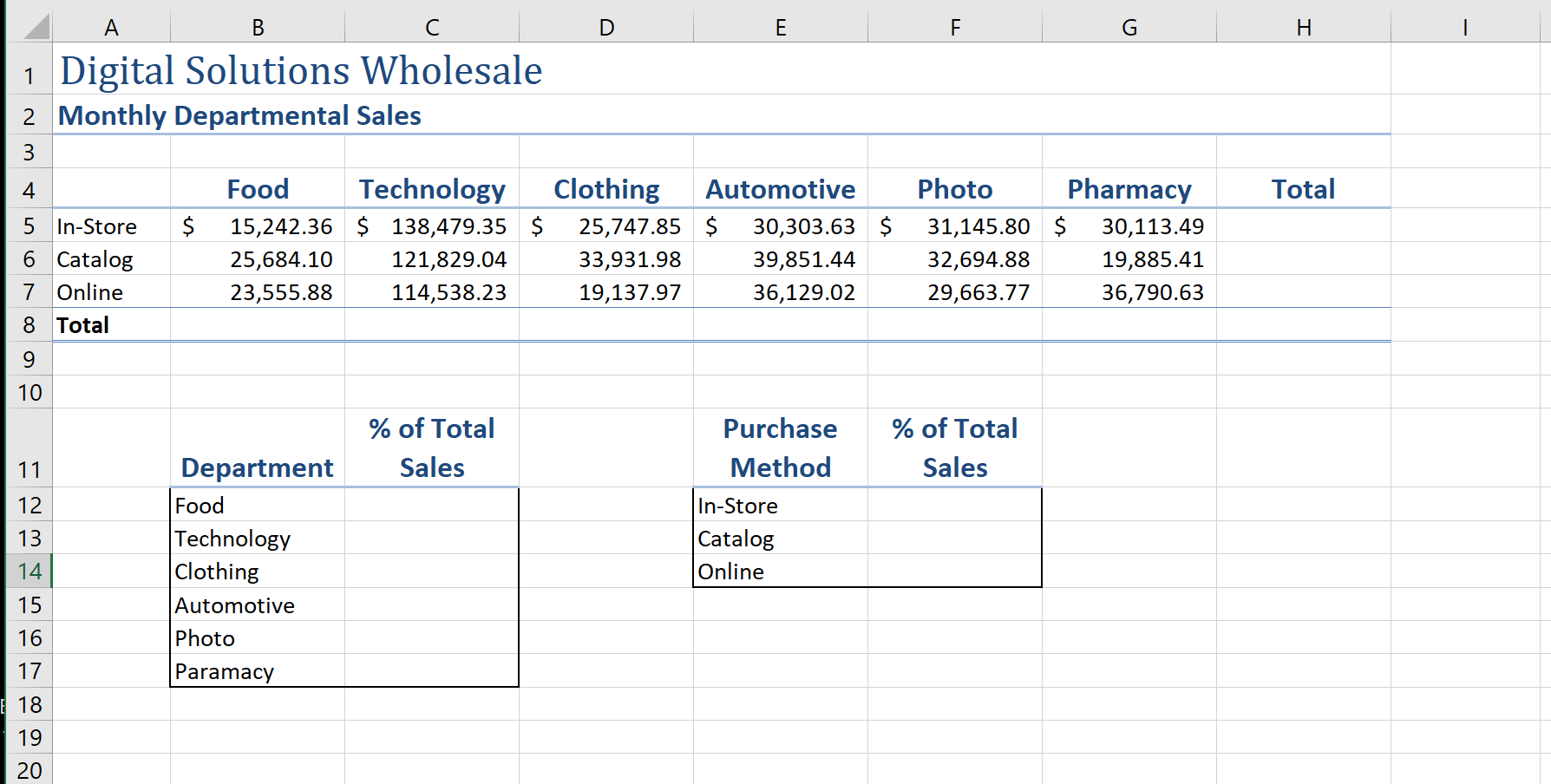
|  |  |
| --- | --- |
| **PRODUCTION STANDARDS** | |
| 0 Errors | 100 Points |
| 1 Error | 90 Points |
| 2 Errors | 70 Points |
| 3 Errors | 50 Points |
| 4+ Errors | 0 Points |

|  |  |  |
| --- | --- | --- |
| ***Job 1 – 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 |  |
| Style Heading 2 for the column titles of the table, Centered | 10 |  |
| Correct Formula visible for Total Sales in row 8 | 10 |  |
| Correct Formula visible for Percentage of Total Sales in Columns C & F | 10 |  |
| All Numbers formatted Correctly (All or Nothing) | 10 |  |
| Member Number and Job # in right footer | 10 |  |
| **Job 1 Total** | **170** |  |
| ***Job 2 – Chart*** | ***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 |  |
| 2D Chart Style 1 Created | 10 |  |
| Title of Chart formatted Correctly (Font Style Times New Roman, Size 32, Color Dark Blue Text) | 10 |  |
| Data Labels on Chart, Times New Roman, Size 18 | 10 |  |
| Member Number and Job # in right footer | 10 |  |
| **Job 2 Total** | **140** |  |
| ***Job 3 – Letter with Chart*** | ***Possible Points*** | ***Points Awarded*** |
| Letter (follows production standards)  0 errors - 100 points, 1 error - 90 points, 2 errors - 70 points,  3 errors – 50 points, 4+ errors – 0 points | 100 |  |
| Pie Chart inserted in letter correctly and readable | 40 |  |
| Member Number and Job # in footer | 10 |  |
| Letter printed | 10 |  |
| **Job 3 Total** | **160** |  |
| **TOTAL** | **470** |  |

You have been hired as an Administrative Assistant in charge of creating financials document containing sales information about a new warehouse store for Digital Solutions. Roger Meyer who is over the marketing department at Digital Solutions, would like you to prepare documents for the customer promotion. Follow the *Style & Reference Manual* for formatting. Your task is to create a Spreadsheet, PowerPoint, and Letter for the department head meeting coming up.

**Job 1: Spreadsheet**

1. Mr. Myers has asked that you create a spreadsheet showing the sales information for this new venture for the past month.
2. Save the file as Job 1.
3. Create a blank spreadsheet and recreate the table shown in the photo below.
4. Use font style Calibri size 12 for all cells.
5. Title in cell A1.
   1. Use Title Style for Cell A1 bolded.
   2. Merge Al – H1, left align the cell.
6. Description in Cell A2.
   1. Use Heading Style 2.
   2. Merge A2 – H2, left align the cell.
7. Use the style Heading 2 for the column titles of the table.
8. Center all column titles.
9. Format columns A-H with a 13pt width.
10. Create a formula for the total sales of each sale method in Column H.
11. Create a formula for the total sales of each department in row 8.
12. Create a formula to calculate the Percentage of Total sales for each department in Column C using an absolute cell reference.
13. Create a formula to calculate the Percentage of Total sales for purchase method in Column F using an absolute cell reference.
14. Format Column H, row 5 and row 8 for accounting with two decimal places and the $ symbol.
15. Format Rows 6 and 7 for accounting with two decimal places with NO symbol.
16. Format Percentage of Total Sales in Column C and Column F as percentage with zero decimal places with center alignment.
17. Make sure to put Member ID and Job # in the right footer.
18. Ensure all data is visible and fits to one page.
19. Print the table in landscape orientation with your contestant number in the footer.
20. Print the table with formulas showing in landscape orientation.



**Job 2 – Chart**

1. Mr. Myers has asked that you create a sales analysis chart spreadsheet showing the sales information for this new venture for the past month**.**
2. Create a 2D pie chart (Style 1) % of total sales by department on its own sheet.
3. For the title of the pie chart, change the color to Dark Blue text and change the font to Times New Roman size 32.
4. Add Data labels to the chart, in Times New Roman font size 18 that include % of Total Sales.
5. Make sure to position the data labs so that they don’t cover anything on the chart.
6. Remove the legend from the chart if there.
7. Make sure to put Member ID and Job # in the right footer.
8. Print the Pie Chart and keep open for Job 3.

**Job 3 – Letter with Chart**

Key the following letter using your *Style &Reference Manual* using today’s date. Correct the spelling and punctuation errors you find.

This letter is to: Roger Meyers, Marketing Department located at 700 Morse Road, Suite 201, Columbus, OH 43214.

The letter is from: Peter Pinkerman

Copy the CEO of Digital Solutions

The body of the letter:

After analysis of the total sales from the newest venture of Digital Solutions Wholesales, a few conclusions can be drawn.

The sales are even on the purchase method, so keeping the catalog ordering for now, would be my recommendation. I know your department was worried about offering it, but it is holding up to our instore and online orders for now. However, when it comes to which departments to keep, we have some options.

{Insert Chart from Job 2}

My recommendation would be to look at the foods being offered to see if we can increase the amount sold or look at dropping that department from our sales.