



**INTEGRATED OFFICE APPLICATIONS**

(215)

**REGIONAL 2022 KEY**

**Production:**

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

**Job 2: Letter \_\_\_\_\_\_\_\_\_\_ (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.

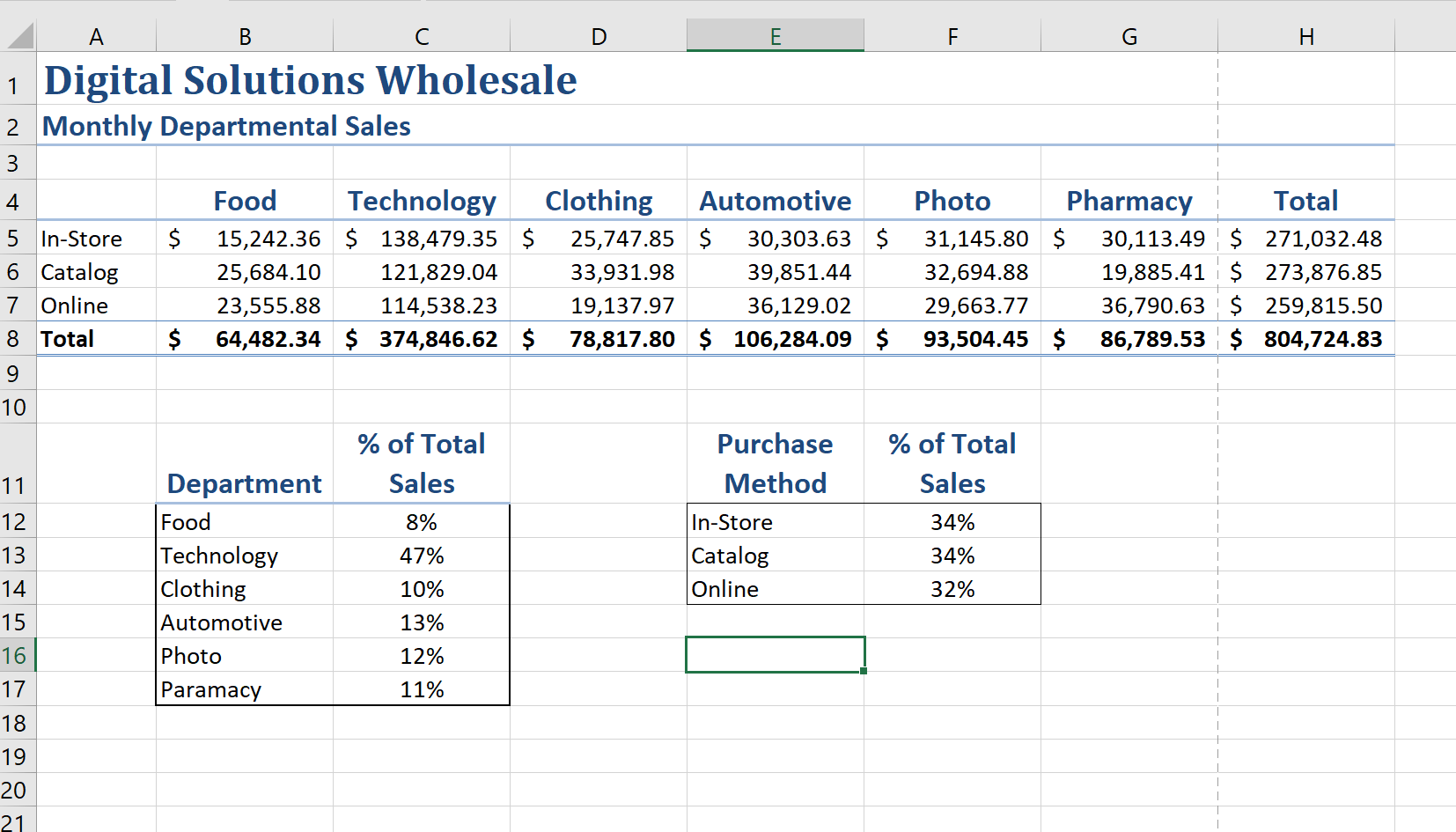
**EXAM GUIDELINES:**

1. Ensure this test booklet contains Jobs 1 -3.
2. Key all jobs according to the instructions given.
3. Correct any 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.

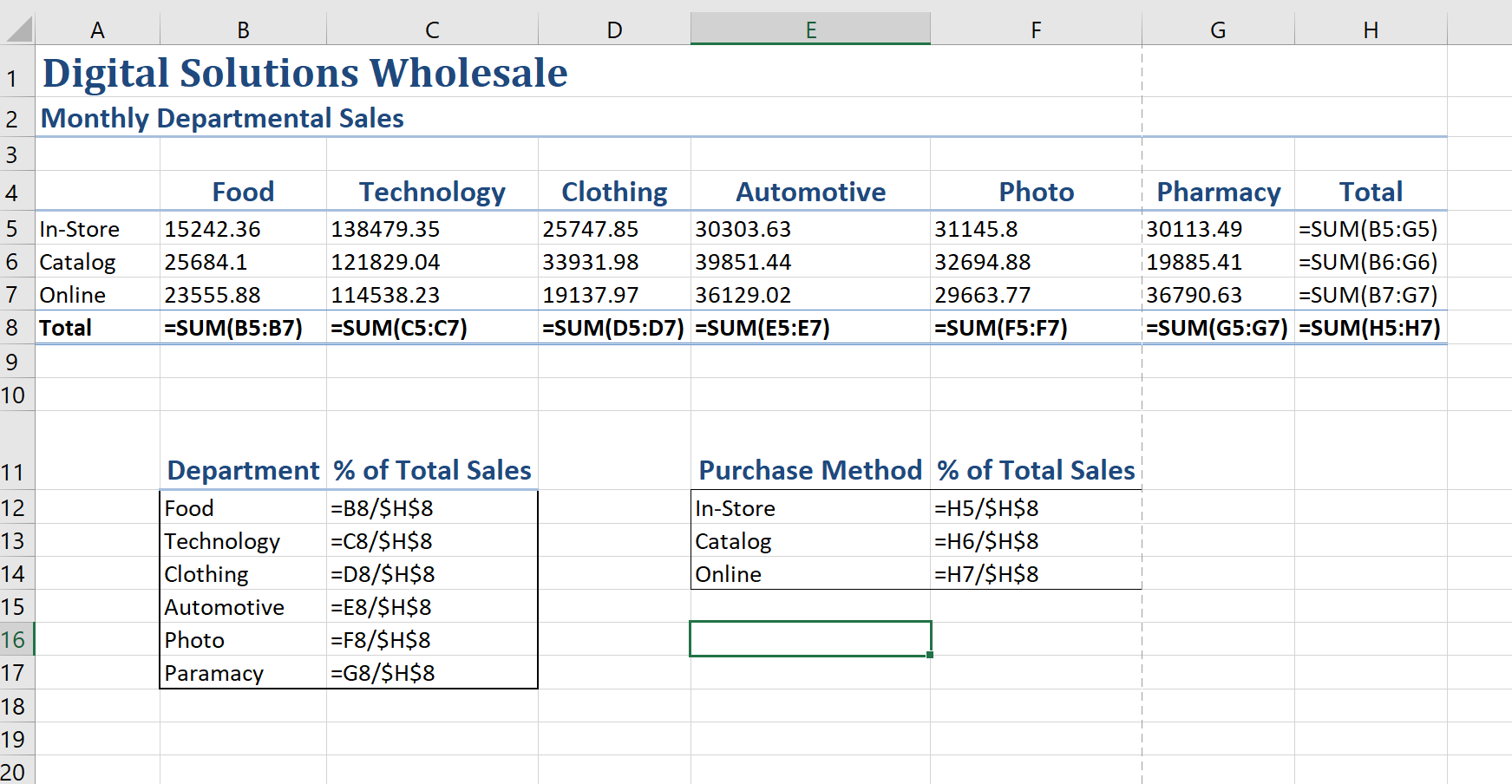
|  |  |
| --- | --- |
| **PRODUCTION STANDARDS** | |
| 0 Errors | 100 Points |
| 1 Error | 90 Points |
| 2 Errors | 70 Points |
| 3 Errors | 50 Points |
| 4+ Errors | 0 Points |

|  |  |  |
| --- | --- | --- |
| ***Job 1 – 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 2) | 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 | 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 sale 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 and Reference Manual* for formatting. Your task is to create a Spreadsheet, PowerPoint, and Letter for the department head meeting coming up.

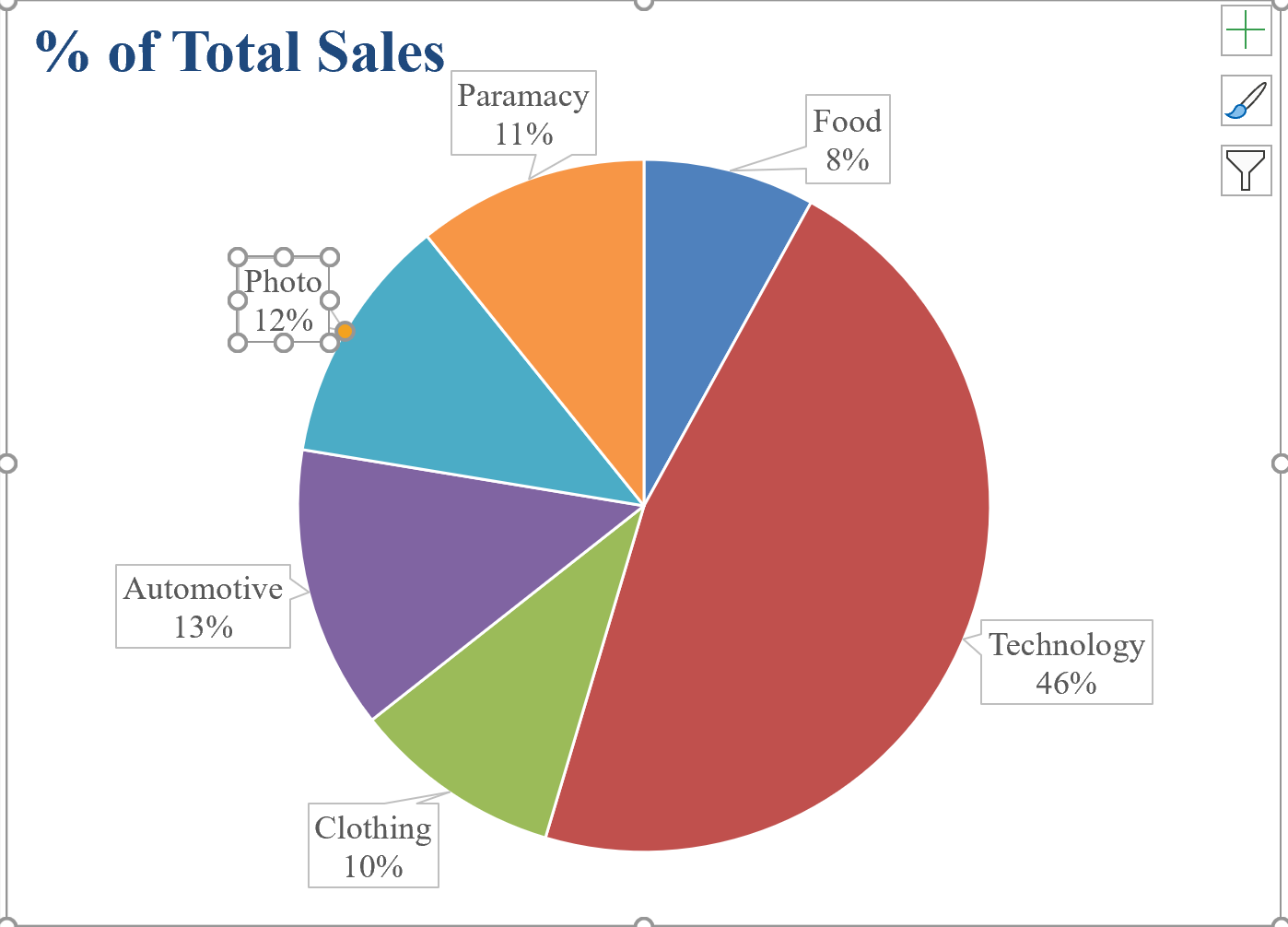
**Job 1: Spreadsheet**

Member ID  
Job #1



Member ID  
Job #1

**Job 2 – Chart**



Member ID  
Job #2

Current Date

Mr. Roger Meyers, Marketing Department

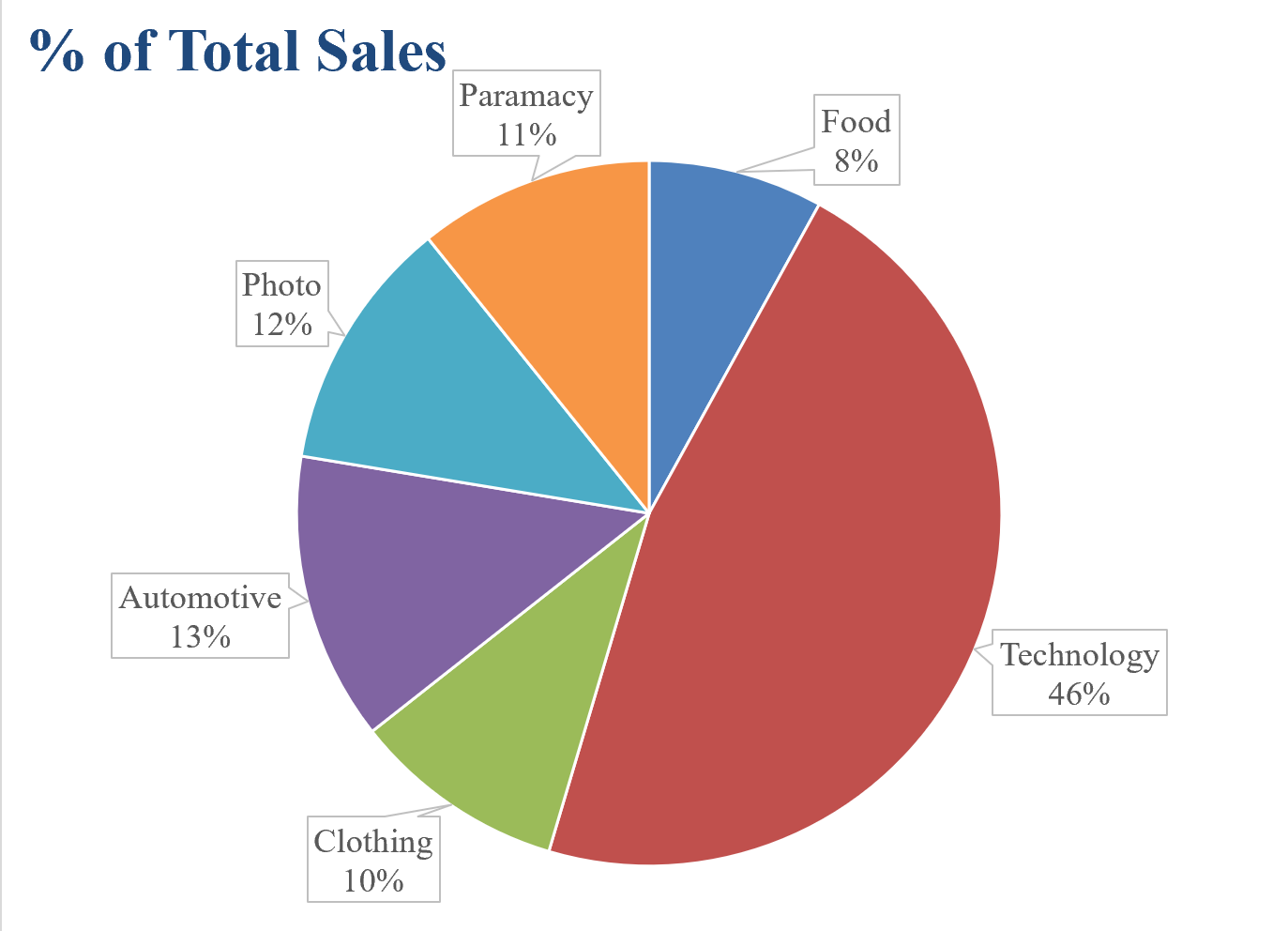
700 Morse Road, Suite 201

Columbus, OH 43214

Dear Mr. Meyers

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 in store and online orders for now. However, when it comes to which departments to keep, we have some options.



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.

Sincerely,

Peter Pinkerman

Member ID

c Nancy Wells

Member ID  
Job #3