

Member ID: _____

Time: _____

Rank: _____



ADVANCED WORD PROCESSING (210)

REGIONAL 2023

Production:

Job 1: Speech _____ (100 points)

Job 2: Labels with Merging _____ (100 points)

Job 3: Table w/Math Comps _____ (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. 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: Speech

Key the following text into a final speech draft. This speech is to be given at the Software Solutions Expo and Conference part of the Software Solutions Corporation. Please correct any spellings and grammar errors as you prepare your final draft.

Leadership from many digital platform companies will attend the upcoming Software Solutions Corporation, Software Solutions Expo and Conference in Anaheim, California this coming June 20xx. At the conference key personnel will get to attend sessions on cutting edge software that can take their client services to a whole new level. Vendors from many different software companies will be at the Anaheim Convention Center to demo the latest in technology software that companies can be using to bring their client experience and work flow to a heightened level of success.

There will be over 200 vendors, 5,000 attendees, and an abundance of energy at this year's event. We are excited to announce that Walt Disney, a giant in the technology and entertainment industry, will be hosting a private "World of Color" behind the scenes tour for all the attendees. During this tour, attendees will learn and see first hand how many of the products displayed at the expo work together to provide a better user experience.

Information on attending the conference can be found available on the Software Solutions website. We are proud to announce today, that Digital Solutions, a mid-west medium size digital company has added its name to the long list of company's that will plan on being in attendance.

Job 2: Labels with Merging

Key the following information and merge the data to labels. Use Avery US 5160 Mailing Address size. Include all pieces of the information below from the table as your source and create your data list then merge. You should provide both your source and your finished product for evaluation. Sort data to be in alpha order by last name. Also provide the state abbreviation.

Information should be presented as a mailing label for an envelope, text should be centered vertically and horizontally, Times New Roman, 12 points font. Customize the printout to be 1 column, 6 labels down.

Label your source as Job 2_Printout 1, and your Labels as Job 2_Prinout 2

First Name	Last Name	Street Address	City	State	Zip Code
Regina	Smith	62 Rainy Day Street	Seattle		98101
Alex	Caldwell	98 Orange Avenue	Orlando		32789
Georgia	Carmichael	12 Windy Way	Chicago		60007
Dedra	Fulton	889 Snow Peak Drive	Denver		80014
Frank	Meens	100 Hollywood Drive	Los Angeles		90001
Sadie	Bluffton	9665 Music Street	Nashville		37011

Job 3: Table with Formulas

Key the following table and use formulas to calculate missing data. Do not use borders on the table. The name of the table is Digital Solutions Cost Analysis, provided by the Marketing Department. This table should be displayed in landscape for printing purposes. Print your finished table for Printout 1 and Print your Table with Formulas for Printout 2. Please correct any spellings and grammar errors as you prepare your final draft.

Label your finished table as Job 3_Printout 1. Label your Table in Formula View as Job 3_Prinout 2.

Department	Number of Employees	Total Hours Worked	Average Hours Per Employee	Total Salary Earned	Salary Earned Per Hour
Executive Level	3	120		\$275,000.00	
Financial Services	9	337.5		199,888.00	
Information Technology	12	468		215,588.00	
Human Resources	9	468		300,154.00	
Marketing	10	400		350,008.00	
Administrative Support	8	292		225,058.00	
Total					