

Member ID: _____

Time: _____

Rank: _____



INTEGRATED OFFICE APPLICATIONS (215)

REGIONAL 2023

Production:

Job 1: Spreadsheet _____ (200 points)

Job 2: Chart _____ (100 points)

Job 3: Presentation _____ (100 points)

Job 4: Memorandum _____ (100 points)

TOTAL POINTS _____ (500 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 1-4.
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

<i>Job 1 - Spreadsheet</i>	<i>Possible Points</i>	<i>Points Awarded</i>
Data input 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	
Title in cell A1: merged & centered, bold, and size 18	5	
Subtitle in cell A2: merged & centered, bold, and size 14	5	
Row 3 blank	5	
Total Row label: Total Salaries, bold, align right	5	
Total Row amount: correct, bold, Accounting number format	5	
Percent of Total Salaries heading: wrap text, centered, bold	5	
Percent of Total Salaries: center, percentage style with one decimal	5	
Column headings: bottom aligned, centered, and bold	5	
Cells A5:B9 – aligned right	5	
Cell C5 – Accounting number format	5	
Cells C6:C9 – Comma style	5	
Bottom border - A4:D4 and A9:D9	5	
Member ID# and Job# in right footer	5	
Print in Portrait orientation and centered horizontally on one page	5	
Print w/formulas		
Landscape, gridlines, row & column headings, fit to one page	5	
Total Salary formula correct	10	
Percent of Total Salaries formula correct (absolute cell reference)	15	
Job 1 Total	200	
<i>Job 2 - Chart</i>		
Clustered column chart with correct information	30	
Primary Vertical Axis: Projected Salary	15	
Title: Salary Chart	15	
Show the Primary Major and Minor Horizontal Gridlines	20	
Show the 'Outside End' data labels (value only)	15	
Member ID# and Job# in right footer	5	
Job 2 Total	100	
<i>Job 3 - Presentation</i>		
Data input correctly (follows production standards) 0 errors – 50 points, 1 error – 45 points, 2 errors – 35 points, 3 errors – 25 points, 4+ errors – 0 points	50	
Different theme to each slide (5 pts per slide)	35	
Print in Landscape Orientation as Handouts (on one page)	10	
Member ID# and Job# on printout	5	
Job 3 Total	100	
<i>Job 4 – Memorandum</i>		
Production Standards 0 errors – 100 points, 1 error – 90 points, 2 errors – 70 points, 3 errors – 50 points, 4+ errors – 0 points	100	
Job 4 Total	100	
TOTAL	500	

You have been hired as a Computer Applications Specialist at Digital Solutions. Edna Renick, the head of the Administrative Support department, would like you to prepare several different documents. Please follow the *Style & Reference Manual* for formatting.

Job 1: Spreadsheet

1. Ms. Renick would like you to create a spreadsheet with the salary information shown below:

Department	Chair	Salary
Financial Services	Harvey Rosen	120,805
Information Technology	Tom Carlson	119,054
Human Resources	Julie Smith	116,720
Marketing	Roger Meyer	115,552
Administrative Support	Edna Renick	113,218

2. Insert three blank rows above the table.
 - a. In cell A1, enter the title: Digital Solutions. Format as bold, size 18 font, merge and center across all the columns with information.
 - b. In cell A2, enter the subtitle: Salary Chart. Format as bold, size 14 font, merge and center across the columns of information.
 - c. Row 3 should remain blank.
3. Insert a Total Row below the information in the table (row 10).
 - a. Merge cells A10 and B10 in the total row and enter the heading: Total Salaries. Format as bold and align right.
 - b. In cell C10, create a formula that calculates the total salaries. Format as bold and Accounting number format with two decimals.
4. Insert a column to the right of the 'Salary' column that calculates the 'Percent of Total Salaries' (use absolute cell reference). Include the column heading: Percent of Total Salaries.
5. The column headings should be bottom aligned, centered, and bold.
 - a. The last column heading (cell D4), 'Percent of Total Salaries' should use wrap text—so that 'Percent of' is on top of 'Total Salaries' (all in one cell).
6. Sort the data, in the table, in ascending order by Department.
7. Format the cells as follows:
 - a. Cells A5:B9 aligned right
 - b. Cell C5 Accounting Number style
 - c. Cells C6:C9 Comma style
 - d. Cells D5:D9 aligned center, Percentage style with one decimal place
8. Insert a bottom border in the column heading cells (A4:D4) and in the last row of cells before the 'total' row (A9:D9).
9. Place your Member ID# and Job 1 in the right footer
10. Ensure all data is visible and fits to one page
11. Print Job 1 in portrait orientation and centered horizontally on the page.
12. Print Job 1 again with the formulas showing. Print in landscape orientation, show the gridlines, and the row and column headings.

Job 2 – Chart

Ms. Renick would like a salary chart based on the information in the spreadsheet in Job 1.

1. Create a Clustered Column chart, with the Department and Salary information, on its own sheet.
2. Include the following:
 - a. Primary Vertical Axis: Projected Salary
 - b. Title: Salary Chart
 - c. Show the Primary Major and Minor Horizontal Gridlines
 - d. Show the ‘Outside End’ data labels. (The labels should only contain the value.)
3. Place your Member ID# and Job 2 in the right footer
4. Print Job 2.

Job 3 – Presentation

Ms. Renick would like you to prepare an electronic slideshow presentation to use at the next Digital Solutions Board meeting. Apply a different Design Theme to each individual slide. (Make sure you can tell that each slide has a different theme.) You will use the information given in Job 1 and the following information:

Slide 1: Digital Solutions; Presentation by Edna Renick, Administrative Support Department

Slide 2: Financial Services; Name and Salary of the head of the Financial Services Department

Slide 3: Information Technology; Name and Salary of the head of the Information Technology Department

Slide 4: Human Resources; Name and Salary of the head of the Human Resources Department

Slide 5: Marketing; Name and Salary of the head of the Marketing Department

Slide 6: Administrative Support; Name and Salary of the head of the Administrative Support Department

Slide 7: Summary; Insert the Spreadsheet and Chart from Job 1

When finished, print the slides in Landscape Orientation as Handouts—with all slides on one page. Be sure to include your Member ID# and Job# in the footer (either on each slide or on the handout—whichever prints best).

Job 4 – Memorandum

Ms. Renick would like you to key the following Memorandum using your *Style & Reference Manual* using today's date. The memorandum is to Nancy Wells, Chief Executive Officer. Send a copy to the head of the Financial Services Department. Supply an appropriate subject.

Body of Memorandum:

I have attached a handout of the presentation for the next board meeting. I wasn't sure which theme would be best to use. I selected several options and would like to know which one you prefer.

Please look over the information in the slides and let me know if there is anything we need to change before the next meeting. I will check with Mr. Rosen and make sure the financial information is correct.