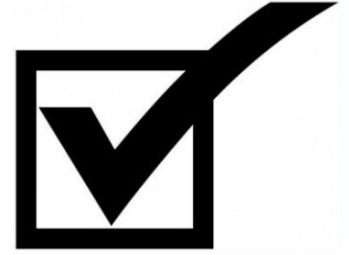


**BUSINESS
PROFESSIONALS**
of **AMERICA**
Giving Purpose to Potential



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.
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	

Job 1 – Spreadsheet

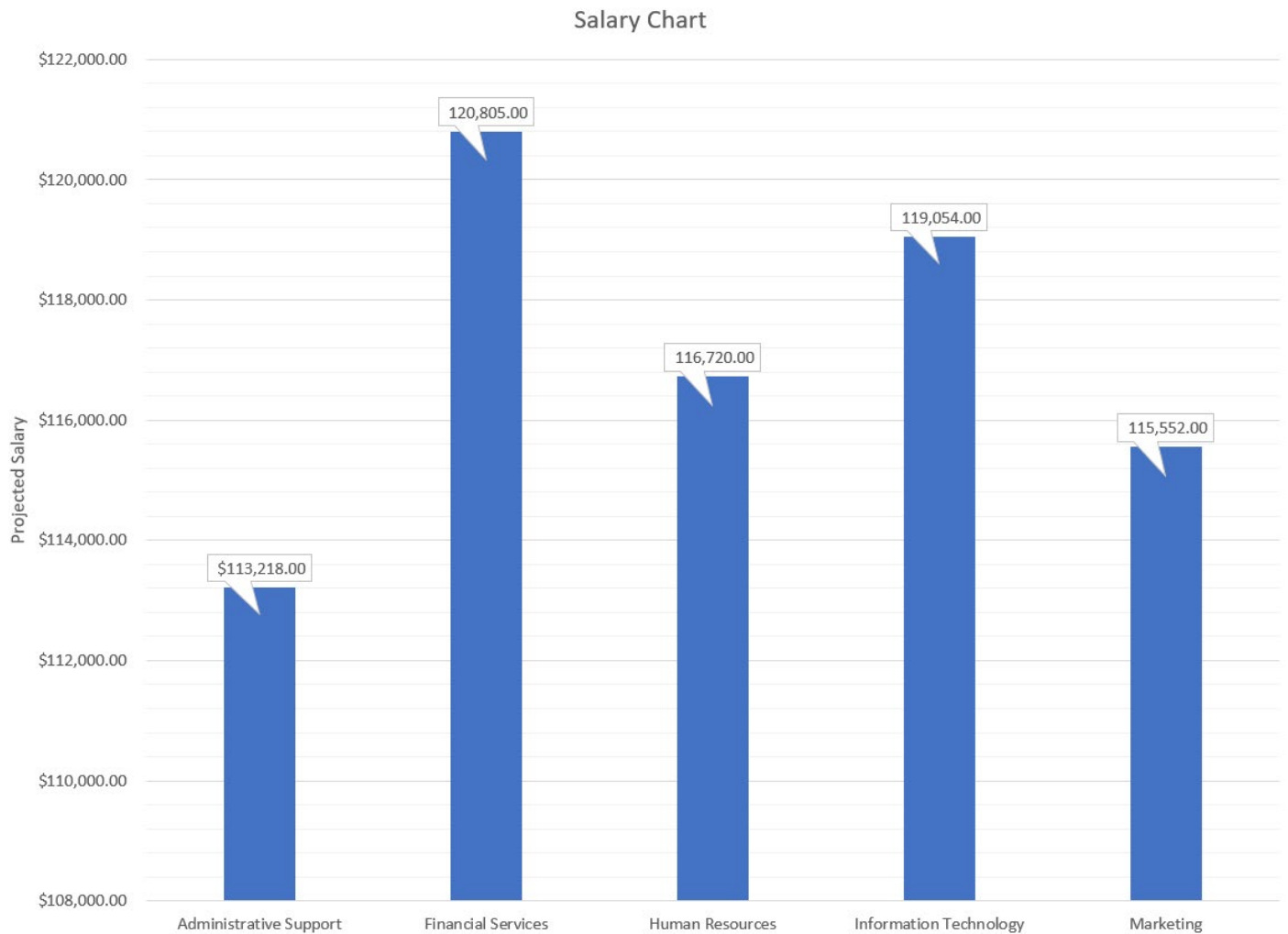
Digital Solutions			
Salary Chart			
Department	Chair	Salary	Percent of Total Salaries
Administrative Support	Edna Renick	\$ 113,218.00	19.3%
Financial Services	Harvey Rosen	120,805.00	20.6%
Human Resources	Julie Smith	116,720.00	19.9%
Information Technology	Tom Carlson	119,054.00	20.3%
Marketing	Roger Meyer	115,552.00	19.7%
Total Salaries		\$ 585,349.00	

Printout w/Formulas

	A	B	C	D
1	Digital Solutions			
2	Salary Chart			
3				
4	Department	Chair	Salary	Percent of Total Salaries
5	Administrative Support	Edna Renick	113218	=C5/\$C\$10
6	Financial Services	Harvey Rosen	120805	=C6/\$C\$10
7	Human Resources	Julie Smith	116720	=C7/\$C\$10
8	Information Technology	Tom Carlson	119054	=C8/\$C\$10
9	Marketing	Roger Meyer	115552	=C9/\$C\$10
10	Total Salaries:		=SUM(C5:C9)	

***Note to grader: Must use absolute cell reference for Percent of Total Salaries formula**

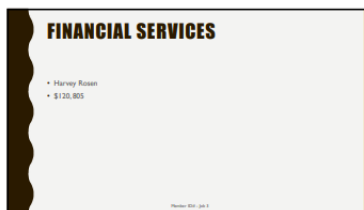
Job 2 – Chart



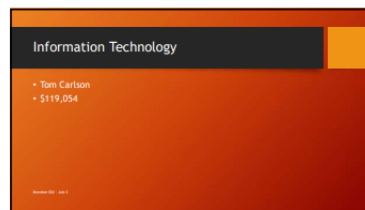
Job 3 – Presentation



1



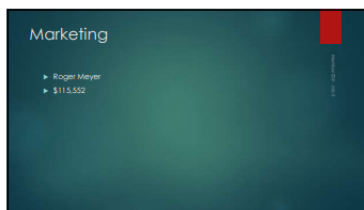
2



3



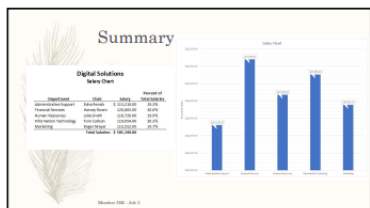
4



5



6



7

***Note to Grader: Design themes will be different—just make sure each slide had a different theme**

Job 4 – Memorandum

MEMORANDUM

TO: Nancy Wells, Chief Executive Officer

FROM: Edna Renick, Administrative Support Department

CC: Harvey Rosen, Financial Services Department

DATE: (Current Date)

SUBJECT: (appropriate subject)

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 meeting. I will check with Mr. Rosen and make sure the financial information is correct.

Member ID#

Attachment

***Note to Grader: follow Style Manual guidelines**