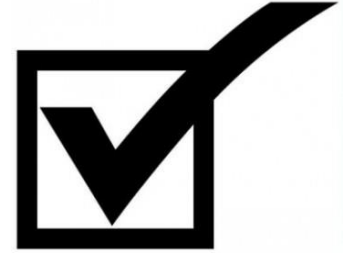


**BUSINESS  
PROFESSIONALS  
of AMERICA**  
Giving Purpose to Potential



# **DATABASE APPLICATIONS (240) REGIONAL 2023**

**Production:**

<b>Job 1: Table</b>	_____ (100 points)
<b>Job 2: Table</b>	_____ (100 points)
<b>Job 3: Query</b>	_____ (100 points)
<b>Job 4: Form</b>	_____ (100 points)
<b>TOTAL POINTS</b>	_____ (400 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.

	Points Possible	Points Earned
<b>Job 1 – Employee Info Table</b>		
Correct field names	20	
Correct data entry (5 pts per record)	45	
Sort by last name in Ascending order	10	
Hide the Employee ID field	10	
Print in Landscape, all data visible, on one page	15	
<b>Total for Job 1</b>	<b>100</b>	
<b>Job 2 – Employee Hire Info Table</b>		
Correct field names (5 fields at 4 pts each)	20	
Correct data entry (5 pts per record)	45	
Sort by Job Title within each Department	20	
Print in Portrait, all data visible, on one page	15	
<b>Total for Job 2</b>	<b>100</b>	
<b>Job 3 – Employee Info Query</b>		
Correct field names (4 fields at 5 pts each)	20	
Show employees earning less than \$30/hour	30	
Sort Descending by Hourly Salary	25	
Print in Portrait, all data visible, on one page	25	
<b>Total for Job 3</b>	<b>100</b>	
<b>Job 4 – Employee Hire Info Form</b>		
Correct field names (5 fields at 4 pts each)	20	
Formatted as shown (adjusted row heights)	10	
Labels – Bold, Size 14	10	
Text – size 11	10	
EmployeeID field – label shows Employee ID (with space)	10	
Employee ID text box UPPERCASE (not the label)	10	
Hire Date – ‘Long Date’ format and aligned left	10	
Hourly Salary – Currency style and aligned left	10	
Print form, on one page with: adk5487, bar8459, mey3425	10	
<b>Total for Job 4</b>	<b>100</b>	
<b>Total Points Earned</b>	<b>400</b>	

### Job 1 – Employee Info Table

Employee Info - XXXXX

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SSN#	Title	First Name	Last Name	Email Address	Home Address	City	State	Zip	Cell Phone
748992458	Mr.	Ryan	Adelsberger	radelsberger@digitalsolutions.com	3940 Four Pointe Farms Ln	Columbus	OH	43244	6142893197
548782589	Mrs.	Rhonda	Adkins	radkinsdigitalsolutions.com	484 Beaverbrook Dr	Columbus	OH	43234	6145404833
478598622	Mr.	Robert	Bailey	rbaileydigitalsolutions.com	476 Bluestem Ave	Columbus	OH	43227	6145944947
854962548	Ms.	Angela	Barber	abarberdigitalsolutions.com	4022 Blendon Way Dr	Columbus	OH	43224	6142220927
515267845	Mr.	Tom	Carlson	tcarlson@digitalsolutions.com	4321 Bench Ct	Columbus	OH	43232	6144211064
852363425	Mr.	Roger	Meyer	rmeyer@digitalsolutions.com	536 Helmbright Dr	Columbus	OH	43228	6142698144
958357425	Ms.	Edna	Renick	erenick@digitalsolutions.com	6011 Bentgate Ln	Columbus	OH	43233	6148843343
487255689	Mr.	Harvey	Rosen	hrosen@digitalsolutions.com	1809 O'Brien Road	Columbus	OH	43229	6147759286
453456285	Mrs.	Julie	Smith	jsmith@digitalsolutions.com	639 Laurel Ridge Dr	Columbus	OH	43227	6147482589

### Job 2 – Employee Hire Info Table

Employee Hire Info - XXXXX

EmployeeID	Hire Date	Hourly Salary	Department	Job Title
Ade2458	15-Sep-14	\$25.50	Administrative Support	Administrative Assistant
Ren7425	20-Nov-08	\$49.75	Administrative Support	Manager
Ros5689	15-Feb-15	\$42.45	Financial Services	Manager
Bar8549	22-Apr-21	\$23.00	Financial Services	Spreadsheet Specialist
Smi6285	20-Jul-18	\$38.95	Human Resources	Manager
Bai4785	14-Jun-12	\$38.00	Human Resources	Payroll Specialist
Adk5487	15-Jan-17	\$29.00	Information Technology	Data Entry Clerk
Carl7845	01-Jun-10	\$48.50	Information Technology	Manager
Mey3425	15-Aug-21	\$36.45	Marketing	Manager

**NOTE TO GRADER: Double check this key in order to make it match what the students were instructed to enter.**

### Job 3 – Employee Info Query

#### Employee Info Query - XXXXX

First Name	Last Name	Hourly Salary	Department
Rhonda	Adkins	\$29.00	Information Technology
Ryan	Adelsberger	\$25.50	Administrative Support
Angela	Barber	\$23.00	Financial Services

### Job 4 – Employee Hire Info Form

**NOTE TO GRADER: Double check this key in order to make it match what the students were instructed to enter.**

#### Employee Hire Info Form - XXXXX

Employee ID	MEY3425
Hire Date	Sunday, August 15, 2021
Hourly Salary	\$36.45
Department	Marketing
Job Title	Manager

Employee ID	ADK5487
Hire Date	Sunday, January 15, 2017
Hourly Salary	\$29.00
Department	Information Technology
Job Title	Data Entry Clerk

Employee ID	BAR8549
Hire Date	Thursday, April 22, 2021
Hourly Salary	\$23.00
Department	Financial Services
Job Title	Spreadsheet Specialist