

Member ID: _____

Time: _____

Rank: _____



ADVANCED WORD PROCESSING (210)

REGIONAL 2024

PRODUCTION

Job 1: Letter _____ (100 points)

Job 2: Table with Formulas

Printout 1 _____ (100 points)

Printout 2 _____ (25 points)

Job 3: Agenda _____ (100 points)

Job 4: Speech _____ (100 points)

TOTAL POINTS _____ (***425 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

JOB 1: Letter. Key the following letter. Follow the guidelines of the *Style & Reference Manual*. Use the current date and include the subject line: financial software solutions. Make sure to include any letter parts that are missing. Please correct any spellings and grammar errors as you prepare your final draft.

Ms. Katelynn Waters / Finance Department / Creative Marketing / 2758 S. Lyon St. / Columbus, OH 43215 / Dear Ms. Waters

We would first of all like to thank you and Creative Marketing for considering our firm, Digital Solutions, to develop and design new software for your finance department. We have met with you and your staff and have examined the software currently being utilized. Digital Solutions also understands and appreciates how important it is to stay within a budget when implementing new software, and we have done our best to honor that goal.

Enclosed is our report that compares Creative Marketing's current software versus the software developed by Digital Solutions. The following outlines the highlights of our #1 cloud accounting software:

- "What If" Scenarios
- Access Controls/Permissions
- Budgeting/Forecasting
- Cash Management
- General Ledger
- Income & Balance Sheet
- Profit/Loss Statement
- Billing Management
- Payroll

These solutions are customized to specifically solve Creative Marketing's problems and needs. We, of course, offer training for you and the entire finance department. Please contact me at 614-555-6613 so that we can schedule a meeting to present the software and discuss our next step. Thank you, and I look forward to hearing from you soon.

Nancy Wells / Chief Executive Officer

Additional Directions:

- Change the bulleted list to a table with one column showing all borders. Use Auto-fit to Contents. Center the table horizontally.
- The entire phone number should be on the same line.
- Copy to Edna Renick, Administrative Support Department.

JOB 2: Table with Formulas. Key the following table and use formulas to calculate missing data. Do not use borders on the table. Follow the guidelines of the *Style & Reference Manual*. The Title of the table is **Hours Billed** and the subtitle is **Creative Marketing**. Be sure to use mathematical functions to calculate the Total Billed column. Use Auto-Fit Window. Add a formula to total the Hours Logged and Total Billed columns.

Print your finished table for Printout 1 and

Print your Table with Formulas for Printout 2. Make sure the formulas are showing for Printout 2 before printing.

Please correct any spellings and grammar errors as you prepare your final draft.

Label your finished table as Job 2_Printout 1.

Label your Table in Formula View as Job 2_Printout 2.

Description	Employee	Hours Logged	Rate/ Hour	Total Billed
"What If" Scenarios	Smith, R.	45	\$100	
Access Controls/Permissions	Smith, R.	35	100	
Budgeting/Forecasting	Weeg, A.	55	100	
Cash Management	Weeg, A.	28	100	
General Ledger	Weeg, A.	36	100	
Income & Balance Sheet	Chandler, M.	38	100	
Profit/Loss Statment	Chandler, M.	40	100	
Billing Managment	Chandler, M.	42	100	
Payroll	Chandler, M.	30	100	
Totals:				

JOB 3: Agenda. Create an Agenda with the information provided. Follow the guidelines of the *Style & Reference Manual*. The agenda is for a meeting with Creative Marketing Finance Department to be held on Thursday, March 21, 2024 at 1:00 p.m. in the Main Conference Room of Digital Solutions. Please correct any spellings and grammar errors as you prepare your final draft.

Welcome and Introductions—Nancy Wells, Chief Executive Officer

Attendance—Edna Renick, Administrative Support Department

Demonstration of Software

 “What If” Scenarios—Ryan Smith, Software Engineer

 Access Controls/Permissions—Ryan Smith

 Budgeting/Forecasting—Adam Weeg, Software Engineer

 Cash Management—Adam Weeg

 General Ledger—Adam Weeg

 Income & Balance Sheet—Michael Chandler, Software Engineer

 Profit/Loss Statement—Michael Chandler

 Billing Management—Michael Chandler

 Payroll—Michael Chandler

Training Schedule—Nancy Wells

Adjournment

JOB 4: Speech. Key the following speech using the information provided. Follow the guidelines of the *Style & Reference Manual*. This speech is to be given by Nancy Wells as the welcome and introduction to the Creative Marketing Software Demonstration at Digital Solutions corporate headquarters in Columbus, Ohio. Please correct any spellings and grammar errors as you prepare your final draft.

Good afternoon. I would like to welcome Ms. Waters and the entire financial team from Creative Marketing. We are so excited to have the opportunity to present our solutions to your software challenges. Here at Digital Solutions, we combine our tech expertise and industry-specific knowledge to develop outstanding software solutions.

Each project is unique, and we are committed to finding the ideal solutions to accomplish our partners' goals. Our team of developers have treated your project as though it was their own, thanks to the strong culture of ownership fostered in our company. We take great pride in coming up with creative solutions to your most stringent requirements and/or challenges and also offer advice along the development process. Through this level of commitment to our customers, our company's software engineers and trainers have made a huge impact on the growth of many companies.

In financial services, you're charged with keeping tabs on the financial wellbeing of your customers and your organization. Here at Digital Solutions, we have come up with options for Creative Marketing to do your job well with real-time data to quickly explore opportunities and optimize costs. We want Creative Marketing to be able to connect to any source of financial data to see the metrics that matter most to you. Automation is just as critical. We have developed solutions to quickly and easily monitor everything from payroll to cash flow to balance sheets so you can focus on what matters most.

So, without further delay, will our software engineer team please come up and begin the demonstration.