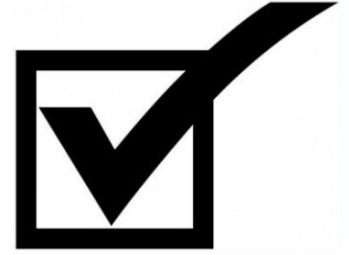


**BUSINESS
PROFESSIONALS**
of **AMERICA**
Giving Purpose to Potential



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)
<i>TOTAL POINTS</i>	_____ (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.
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. [Note to Grader: Page 1 should be 2” top margin; page 2 should be 1” top margin. Both pages have 1” side margins. Refer to the *Style & Reference Manual* for formatting guidelines. Words that are **bolded and underlined** should be checked for spelling]

Month Date, 2024 (*use current date unless otherwise specified*)

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

Dear Ms. Waters

FINANCIAL SOFTWARE SOLUTIONS

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.

Ms. Katelynn Waters
Page 2
Current Date

Thank you, and I look forward to hearing from you soon.

Sincerely

Nancy Wells
Chief Executive Officer

(Member ID)

Enclosure

c Edna Renick, Administrative Support Department

Job 1
Member ID

JOB 2: Table with Formulas. [Note to Grader: the table should be horizontally and vertically centered on the page. Refer to the *Style & Reference Manual* for formatting guidelines.]

Job 2_Printout 1

HOURS BILLED

Creative Marketing

<u>Description</u>	<u>Employee</u>	<u>Hours Logged</u>	<u>Rate/ Hour</u>	<u>Total Billed</u>
(DS)				
“What If” Scenarios	Smith, R.	45	\$100.00	\$4,500.00
Access Controls/Permissions	Smith, R.	35	100.00	3,500.00
Budgeting/Forecasting	Weeg, A.	55	100.00	5,500.00
Cash Management	Weeg, A.	28	100.00	2,800.00
General Ledger	Weeg, A.	36	100.00	3,600.00
Income & Balance Sheet	Chandler, M.	38	100.00	3,800.00
Profit/Loss Statement	Chandler, M.	40	100.00	4,000.00
Billing Management	Chandler, M.	42	100.00	4,200.00
Payroll	Chandler, M.	<u>30</u>	100.00	<u>3,000.00</u>
Totals:		349		\$34,900.00

Grader Note

- The following words were misspelled and should be checked:
Budgeting, Statement, and 2nd Management
- Title and subtitle should be bold, column headings may be centered over column or blocked at left and should be bold.
- Column headings should be aligned at bottom of cell.
- No borders.
- Currency should be as shown with dollar signs on first and total rows ONLY. Single underline above the total numbers.
- All columns with numbers should be right aligned.
- Total Row should be bold.
- Table should be auto-fit to window.

Job 2_Printout 1
Member ID

Job 2_Printout 2 w/formulas
Formula printout is worth
25 all or nothing points

<u>Description</u>	<u>Employee</u>	<u>Hours Logged</u>	<u>Rate/ Hour</u>	<u>Total Billed</u>
(DS)				
"What If" Scenarios Access	Smith, R.	45	\$100.00	$\$ \{ =c5*c6 \backslash \# \text{"#,##0"} \} \{ =c2*d2 \backslash \# \text{"#,##0.00"} \}$
Controls/Permissions	Smith, R.	35	100.00	$\{ =c3*d3 \backslash \# \text{"#,##0.00"} \}$
Budgeting/Forecasting	Weeg, A.	55	100.00	$\{ =c4*d4 \backslash \# \text{"#,##0.00"} \}$
Cash Management	Weeg, A.	28	100.00	$\{ =c5*d5 \backslash \# \text{"#,##0.00"} \}$
General Ledger	Weeg, A.	36	100.00	$\{ =c6*d6 \backslash \# \text{"#,##0.00"} \}$
Income & Balance Sheet	Chandler, M.	38	100.00	$\{ =c7*d7 \backslash \# \text{"#,##0.00"} \}$
Profit/Loss Statement	Chandler, M.	40	100.00	$\{ =c8*d8 \backslash \# \text{"#,##0.00"} \}$
Billing Management	Chandler, M.	42	100.00	$\{ =c9*d9 \backslash \# \text{"#,##0.00"} \}$
Payroll	Chandler, M.	30	100.00	$\{ =c10*d10 \backslash \# \text{"#,##0.00"} \}$
Totals:		$\{ =SUM(ABOVE) \backslash \# \text{"#,##0"} \}$		$\{ =SUM(ABOVE) \backslash \# \text{"$#,##0.00;($#,##0.00)"} \}$

JOB 3: Agenda. [Note to Grader: 1" top margin, 1" side margins. Refer to the *Style & Reference Manual* for formatting guidelines. **Bold and Underlined** text—Check for Spelling]

DIGITAL SOLUTIONS

Agenda

Meeting with Creative Marketing

Thursday, March 21, 2024, 1 p.m.

Main Conference Room, Digital Solutions

1. Welcome and **Introductions**—Nancy Wells, Chief Executive Officer
2. Attendance—Edna Renick, Administrative Support Department
3. 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
4. Training Schedule—Nancy Wells
5. Adjournment

Job 3
Member ID

JOB 4: Speech. [Note to Grader: 1" top margin, 1" side margins. Refer to the *Style & Reference Manual* for formatting guidelines. **Bold and Underlined** Text—Check for Spelling]

DIGITAL SOLUTIONS

Creative Marketing Software Demonstration

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

Job 4
Member ID

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.

Job 4
Member ID