



**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.
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.

Job 1

Member ID

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 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 1

Member ID

**HOURS BILLED**

Job 2\_Printout 1

**Creative Marketing**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Employee** | **Hours Logged** | **Rate/ Hour** | **Total Billed** |
| **(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. | 30 | 100.00 | 3,000.00 |
| **Totals:** |  | **349** |  | **$34,900.00** |

Job 2\_Printout 1

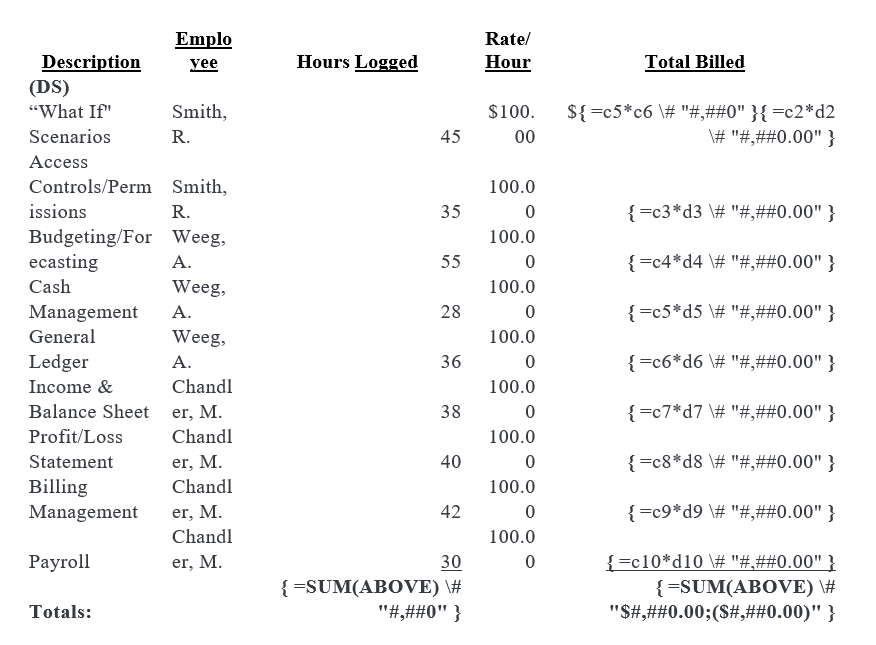
Member ID

**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 2 w/formulas

**Formula printout is worth 25 all or nothing points**

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Job 2\_Printout 2

Member ID

**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

1. Training Schedule—Nancy Wells
2. 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 customers, our company’s software engineers and trainers have made a huge impact on the growth of many companies.

Job 4

Member ID

Insert Page # only

on second page

2

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