

Member ID: _____

Time: _____

Rank: _____



INTEGRATED OFFICE APPLICATIONS (215)

REGIONAL 2024

PRODUCTION

Job 1: Spreadsheet _____ (200 points)

Job 2: Chart _____ (100 points)

Job 3: Memorandum _____ (100 points)

Job 4: Presentation _____ (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. 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

<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	
Autofit all columns to contents	5	
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 Average Compensation, bold, align right	5	
Total Row amount: correct, bold, Accounting number format	5	
Percent of Total Compensation heading: wrap text, centered, bold, column width 15 Default units or 110 Pixels	5	
Percent of Total Salaries: center, percentage style with 2 decimals	5	
Column headings: bottom aligned, centered, and bold	5	
Cells B5:C9 – 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>		
Pie chart with correct information and on its own sheet	30	
Title: Average Compensation by Department	15	
Legend to the left of the chart	15	
Center data labels, percentage with 2 decimals	15	
Format the chart area to gradient fill (this will add the color around the chart)	15	
Member ID# and Job# in right footer	5	
Print in Landscape Orientation	5	
Job 2 Total	100	
<i>Job 3 - 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 3 Total	100	

Job 4 – Presentation		
Different theme/design to each slide (5 pts per slide)	30	
Print in Portrait Orientation as Handouts (6 per page), no header	15	
Member ID# and Job# on printout	5	
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		
Job 4 Total	100	
TOTAL	500	

JOB 1: Spreadsheet

You have been hired as an Information Processing Assistant in the Information Technology department of Digital Solutions. Your supervisor, Tom Carlson, would like you to prepare several different documents.

1. Please create a spreadsheet and enter the information below:

	A	B	C	D	E
1	Department	# of Positions	Average Compensation		
2	Financial Services	8	95164		
3	Information Technology	11	117532		
4	Human Resources	8	57987		
5	Marketing	9	73023		
6	Administrative Support	7	54678		
7					
8					

2. Autofit all columns to their contents
3. Complete the following in row 10:
 - a. Merge cells A10 and B10 and enter the heading: Total Average Compensation. Format as bold and align right.
 - b. In cell C10, create a formula that calculates all of the amounts given in the total average compensation column together. Format as bold and Accounting number format with no decimals.
4. Label column to the right of the 'Average Compensation' column Percent of Total Average Compensation. Create a formula that calculates the 'Percent of Total Average Compensation' for each position (use absolute cell reference) and fill down.
5. Insert three blank rows above the table.
 - a. In cell A1, enter the title: Digital Solutions. Format as bold, size 18 font, merge and center across all the columns with information.

- b. In cell A2, enter the subtitle: Average Department Compensation. Format as bold, size 14 font, merge and center across the columns of information.
 - c. Row 3 should remain blank.
6. The column headings should be bottom aligned, centered, and bold.
7. The last column heading (cell D4), 'Percent of Total Compensation' should use wrap text—column width 15 Default units or 110 Pixels
8. Sort the data, in the table, in ascending order by Department.
9. Format the cells as follows:
 - a. Cells B5:C9 aligned right
 - b. Cell C5 Accounting Number style with 0 decimal places.
 - c. Cells C6:C9 Comma style with 0 decimal places.
 - d. Cells D5:D9 aligned center, Percentage style with 2 decimal places.
10. Insert a bottom border in the column heading cells (A4:D4) and in the last row of cells before the 'total average compensation' row (A9:D9).
11. Place your Member ID# and Job 1 in the right footer
12. Print Job 1 in portrait orientation and centered horizontally on the page.
13. Print Job 1 again with the formulas showing. Print in landscape orientation, show the gridlines, and the row and column headings.

JOB 2: Chart

Mr. Carlson would like you to create a chart using information in the spreadsheet that you created in Job 1.

1. Create a pie chart using the Department and Percentage of Total Compensation columns information. Put the chart on its own sheet.
2. The title of the chart should be Average Compensation by Department.
3. Place the legend to the left of the chart.
4. Center the data labels and make sure they are percentages with 2 decimals.
5. Format the chart area to gradient fill. Leave all other settings at default.
6. Place your Member ID and Job # in the right footer.
7. Print in landscape.

JOB 3: Memorandum

Mr. Carlson would like you to key the following memorandum using your Style & Reference Manual. Use today's date. The memorandum should be to Nancy Wells. Use her title after her name. Please send a copy to the head of the financial services department. Supply an appropriate subject.

Body of the memorandum:

Our department has taken time to analyze the number of positions in each department along with average compensation. We are trying to get a handle on this information so we can make

informed decisions about the employee contracts in the upcoming negotiations. Please look at the chart below.

Insert the chart from Job 1 only using cells A4:C10. Center the chart.

As you can see, our positions vary by department with the Information Technology department having the highest number. This leads to the compensation of that department being the highest among all departments. Compensation is based on several factors including degree, years of experience, certifications, and training.

Attached is a form for each employee to fill out asking for information and feedback in this process. Please distribute it accordingly.

JOB 4: Presentation

Mr. Carlson would like you to create a presentation for an upcoming staff meeting. On the title slide, please list Digital Solutions Staff Meeting as the title and June 2024 as the subtitle.

Slide 2: Title: Financial Services, Harvey Rosen. You will then insert a numbered list of the positions in this department.

Slide 3: Title: Information Technology, insert name of department head. You will then insert a numbered list of the positions in this department.

Slide 4: Title: Human Resources, insert name of department head. You will then insert a numbered list of the positions in this department.

Slide 4: Title: Marketing, insert name of department head. You will then insert a numbered list of the positions in this department.

Slide 5: Title: Administrative Support, insert name of department head. You will then insert a numbered list of the positions in this department.

Apply a different theme or design to each slide so it is evident they are not the same. Print Handouts 6 slides per page with your member # and Job # in the right footer. There should be NO header.