



**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.
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.

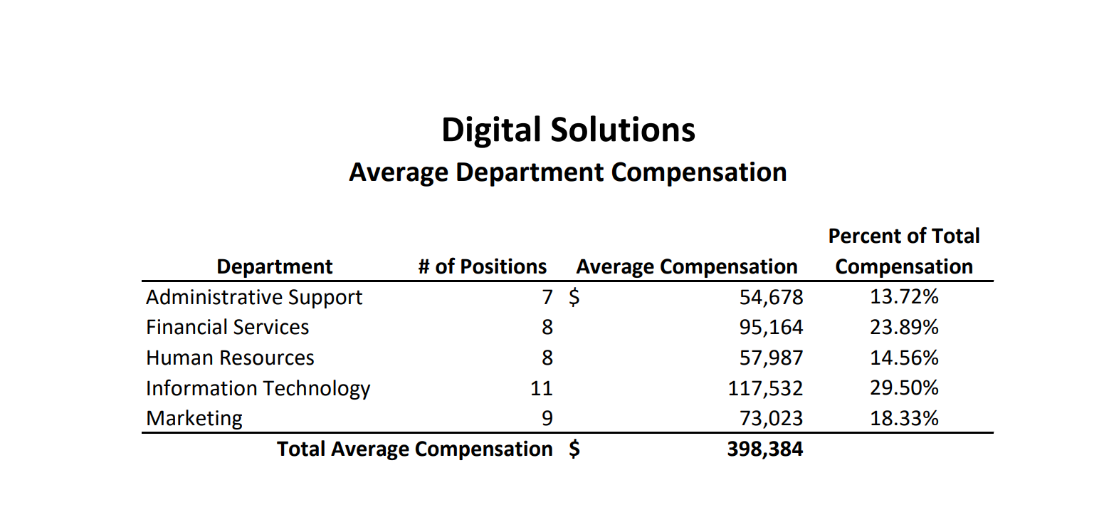
**EXAM GUIDELINES:**

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 on 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.

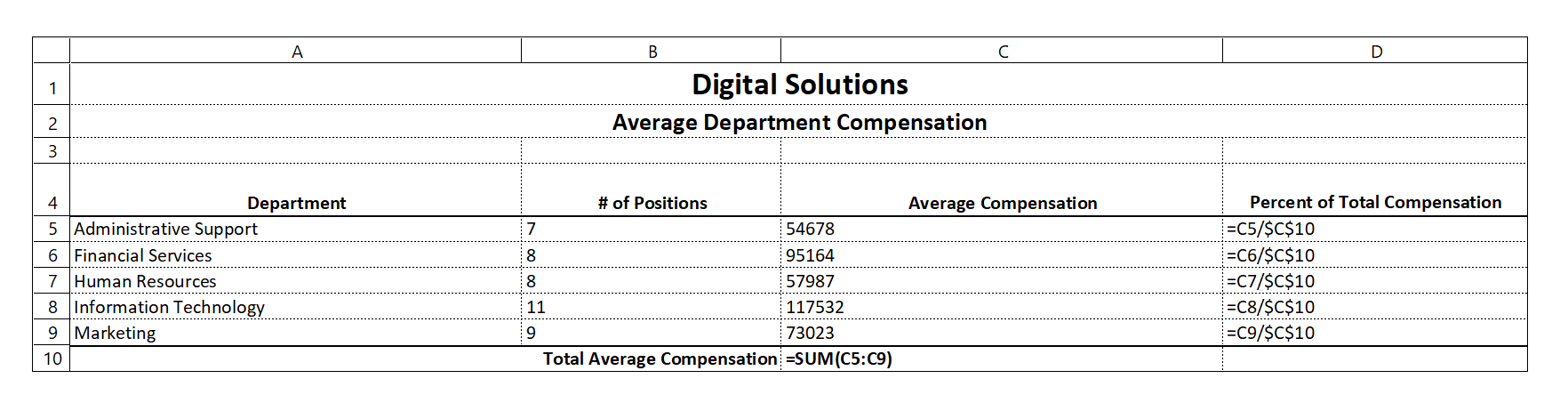
|  |  |
| --- | --- |
| **PRODUCTION STANDARDS** | |
| 0 Errors | 100 Points |
| 1 Error | 90 Points |
| 2 Errors | 70 Points |
| 3 Errors | 50 Points |
| 4+ Errors | 0 Points |

|  |  |  |
| --- | --- | --- |
| ***Job 1 - Spreadsheet*** | ***Possible Points*** | ***Points***  ***Awarded*** |
| 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 142Pixels | 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) | 10 |  |
| **Job 1 Total** | **200** |  |
| ***Job 2 - Chart*** |  |  |
| 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** |  |
| ***Job 3 - Memorandum*** |  |  |
| 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** |  |

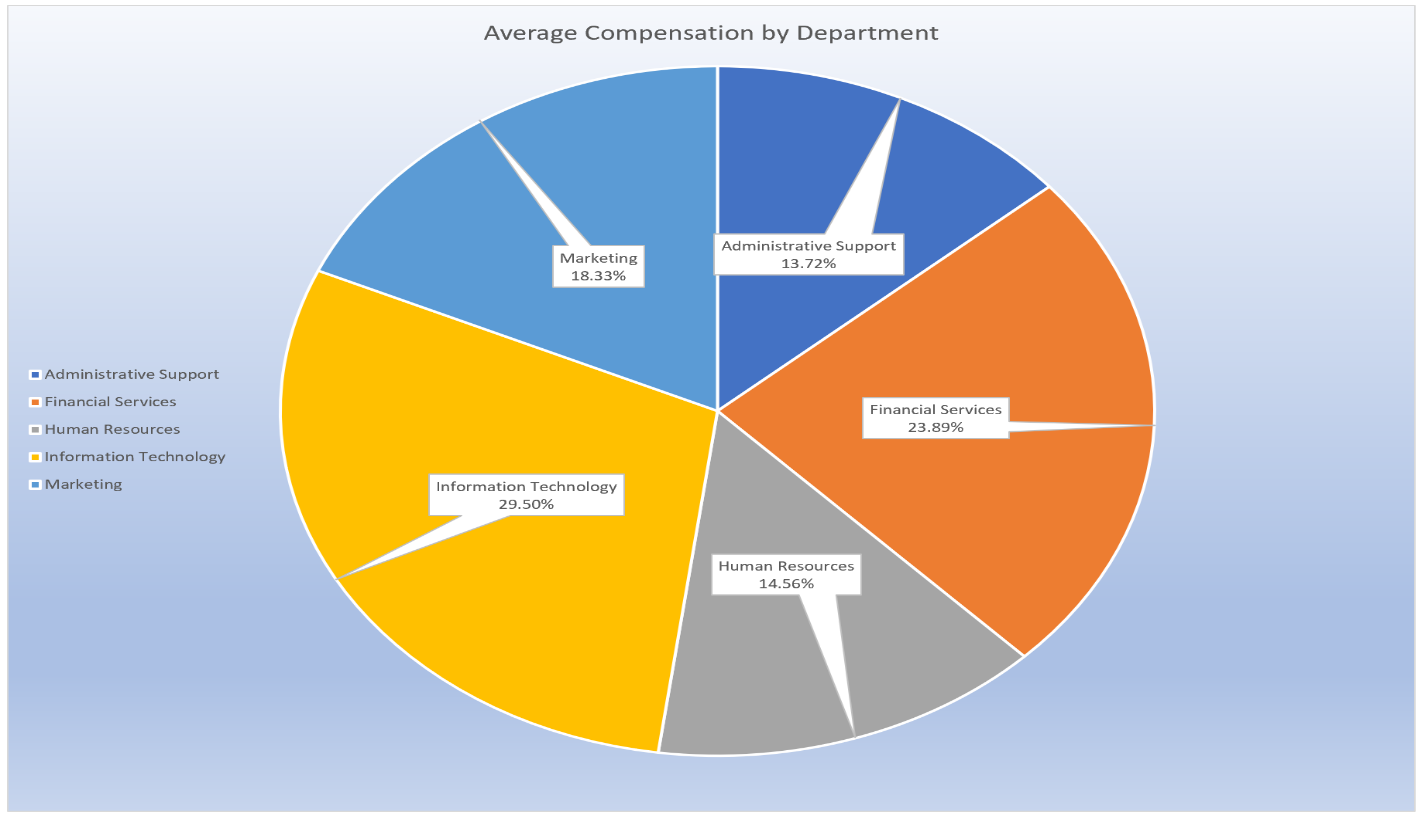
**JOB 1: Spreadsheet**



**Printout with formulas**



**JOB 2: Chart**



**JOB 3: Memorandum**

**MEMORANDUM**

**TO:** Nancy Wells, CEO or Chief Executive Officer

**FROM:** Tom Carlson

**CC:** Harvey Rosen

**DATE:** Current date

**SUBJECT:** (Contestant to supply appropriate subject)

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.

|  |  |  |
| --- | --- | --- |
| **Department** | **# of Positions** | **Average Compensation** |
| Administrative Support | 7 | $54,678 |
| Financial Services | 8 | 95,164 |
| Human Resources | 8 | 57,987 |
| Information Technology | 11 | 117,532 |
| Marketing | 9 | 73,023 |
| **Total Average Compensation** | | **$398,384** |

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.

######## (Member ID)

Attachment

**JOB 4—Presentation**

