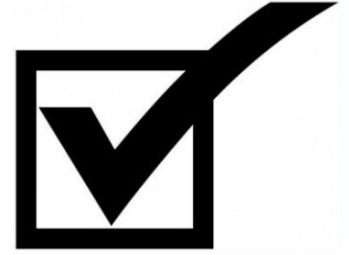


**BUSINESS  
PROFESSIONALS**  
of **AMERICA**  
Giving Purpose to Potential



# INTEGRATED OFFICE APPLICATIONS (215)

## REGIONAL 2024

### PRODUCTION

<b>Job 1:</b> Spreadsheet	_____ (200 points)
<b>Job 2:</b> Chart	_____ (100 points)
<b>Job 3:</b> Memorandum	_____ (100 points)
<b>Job 4:</b> Presentation	_____ (100 points)
<b><i>TOTAL POINTS</i></b>	<b><i>_____ (500 points)</i></b>

**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

<b><i>Job 1 - Spreadsheet</i></b>	<b><i>Possible Points</i></b>	<b><i>Points Awarded</i></b>
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	
<b>Print w/formulas</b>		
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	
<b>Job 1 Total</b>	<b>200</b>	
<b><i>Job 2 - Chart</i></b>		
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	
<b>Job 2 Total</b>	<b>100</b>	
<b><i>Job 3 - Memorandum</i></b>		
Production Standards 0 errors – 100 points, 1 error – 90 points, 2 errors – 70 points, 3 errors – 50 points, 4+ errors – 0 points	100	

# INTEGRATED OFFICE APPLICATIONS

## REGIONAL KEY 2024

Page 4 of 7

<b>Job 3 Total</b>	<b>100</b>	
<b><i>Job 4 – Presentation</i></b>		
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		
<b>Job 4 Total</b>	<b>100</b>	
<b>TOTAL</b>	<b>500</b>	

JOB 1: Spreadsheet

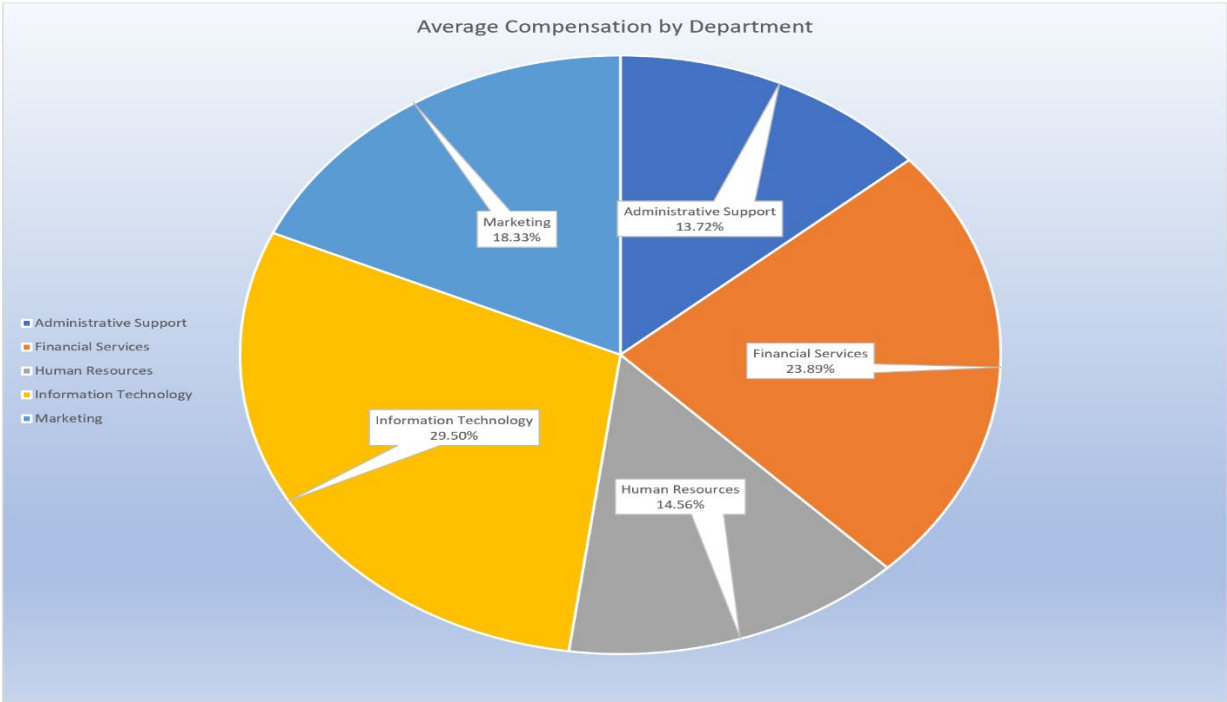
Digital Solutions  
Average Department Compensation

Department	# of Positions	Average Compensation	Percent of Total Compensation
Administrative Support	7	\$ 54,678	13.72%
Financial Services	8	95,164	23.89%
Human Resources	8	57,987	14.56%
Information Technology	11	117,532	29.50%
Marketing	9	73,023	18.33%
Total Average Compensation		\$ 398,384	

Printout with formulas

	A	B	C	D
1	Digital Solutions			
2	Average Department Compensation			
3				
4	Department	# of Positions	Average Compensation	Percent of Total Compensation
5	Administrative Support	7	54678	=C5/\$C\$10
6	Financial Services	8	95164	=C6/\$C\$10
7	Human Resources	8	57987	=C7/\$C\$10
8	Information Technology	11	117532	=C8/\$C\$10
9	Marketing	9	73023	=C9/\$C\$10
10	Total Average Compensation			=SUM(C5:C9)

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.

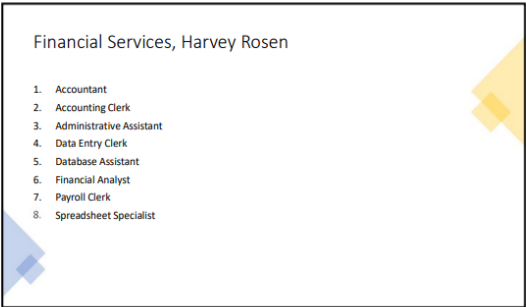
##### (Member ID)

Attachment

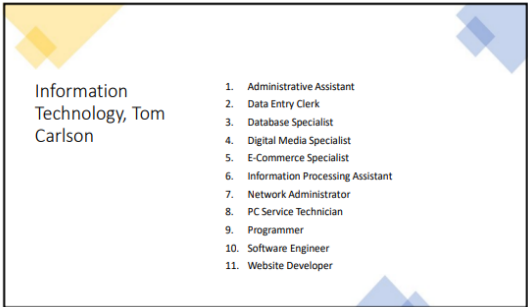
JOB 4—Presentation



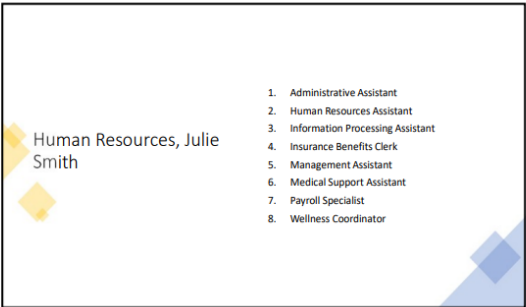
1



2



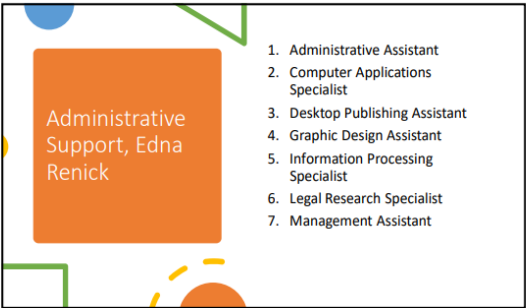
3



4



5



6

Member #  
Job 4