

Member ID: _____

Time: _____

Rank: _____



Administrative Support Team

(255)

REGIONAL 2024

PRODUCTION

Job 1: Database	_____ (130 points)
Job 2: Spreadsheet	_____ (100 points)
Job 3: Chart	_____ (100 points)
Job 4: Letter w/Mail Merge	_____ (130 points)
Job 5: Form	_____ (100 points)
TOTAL POINTS	_____ (560 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 1-5.
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

TEAM INSTRUCTIONS

Congratulations! Your Administrative Support Team has been selected to complete a series of projects for the corporate headquarters of Digital Solutions, 700 Morse Road, Suite 201, Columbus OH 43214. Telephone: 614.555-5555. The team reports to Roger Meyer in the Marketing Department. Digital Solutions has a working relationship with Business Professionals of America (BPA) helping them with marketing their National Leadership Conference (NLC).

Roger would like your team to complete the following jobs to help BPA wrap up some items from their 2023 NLC conference and to prepare for their next one in 2024.

JOB	CRITERIA	POINTS POSSIBLE	POINTS
Job 1 Database <i>130 points</i>	Production Standards	0 errors = 100 points 1 error = 90 points 2 errors = 70 points 3 errors = 50 points 4+ errors = 0 points	
	List is sorted by Business Name	10 points	
	2-letter state abbreviations used	10 points	
	Printed landscape/no truncations	10 points	
		Total	/130
Job 2 Spreadsheet <i>100 points</i>	Import Data from Database	25 points	
	Add Sponsorship Amount column	25 points	
	Add/calculate 2024 Amount column	25 points	
	File Name in header/center section	10 points	
	Formulas visible, autofit columns	15 points	
		Total	/100
Job 3 Chart <i>100 points</i>	Clustered Column Chart	25 points	
	Business Name, Sponsorship Amount, 2024 Amount used	35 points	
	Chart Title	10 points	
	Data labels/amounts outside end	10 points	
	Chart is on its own sheet	10 points	
	Job 3 Chart—XXXXXXXXX in center footer	10 points	
		Total	/100
Job 4 Letter w/Mail Merge <i>130 points</i>	Production Standards	0 errors = 100 points 1 error = 90 points 2 errors = 70 points 3 errors = 50 points 4+ errors = 0 points	
	Merge codes inserted	0-10 points	
	Letter w/codes printed	10 points	
	Letter for 3Nickels printed	10 points	
		Total	/130
Job 5 Form <i>100 points</i>	Production Standards	0 errors = 50 points 1 error = 45 points 2 errors = 40 points 3 errors = 35 points 4+ errors = 0 points	
	Size	0-10 points	
	Design – Creativity	0-40 points	
		Total	/100
		TOTAL POINTS	/560

Job 1: Database

Using the information below, create a database of the 2023 BPA NLC Sponsors. Use the information in the chart below for the names, address, and level of sponsorship. Name the database NLC Sponsors. Name the table Job 1— XXXXXXXX (where XXXXXXXX is your team captain's member number. Use 2-letter state abbreviations for the State field. Print it in landscape, sorted by business name, and no information is truncated.

Business Name	Address	City	State	Zip	Sponsorship Level
Certiport	1276 South 820 East, Suite 200	American Fork	Utah	84003	Gold
AICPA & CIMA	100 Princeton South Suite 200	Ewing	New Jersey	18628	Bronze
MBA Research & Curriculum Center	1375 King Ave	Columbus	Ohio	43212	Gold
3Nickels	1256 Destiny Drive	Chicago	Illinois	26754	Bronze
StuKent	1690 International Way	Idaho Falls	Idaho	83402	Gold
BusinessU	398 Rodeo Drive	Los Angeles	CA	90210	Silver
Knowledge Matters	4 Bay Rd, Suite B-101	Hadley	Massachusetts	11035	Silver
Men's Wearhouse	6380 Rogerdale Rd	Houston	Texas	77072	Bronze
Beta Camp	889976 Woodward Drive	Detroit	Michigan	48367	Bronze

Job 2: Spreadsheet

Import Job 1 database into a spreadsheet. Name the file Job 2 NLC Sponsors—XXXXXXXXX. Keep all the fields and add another column at the end called Sponsorship Amount. Enter the following amounts for the respective sponsors: Bronze 2500, Silver 5000, Gold 10000. Format the column as comma style with no decimals. Add another column heading to the right of Sponsorship Amount called 2024 Amount. Enter a formula in the 2024 Amount Column that will calculate a 10% increase in the current Sponsorship Amount, comma style no decimals. Print a copy of the spreadsheet with formulas visible, insert the file name in the center section of the header, all information should be on one page, no information truncated.

Job 3: Chart

Create a clustered column chart from the business name, sponsorship, and 2024 amount columns. Add the title 2023/2024 Sponsorship Comparison, add amount labels to the outside end, make sure the chart is on its own sheet, add Job 3 Chart—XXXXXXXXXX in the center section of the footer. Print the chart.

Job 4: Letter with Mail Merge

Create the following letter for each one of the sponsors listed in Job 1 from Roger Meyer thanking them for supporting the 2023 BPA National Leadership Conference. Use the current date, Dear Partners as the salutation, and apply an appropriate complimentary close. Follow the Style and Reference Manual guidelines. Print the letter with the merge codes, then print the letter for 3Nickels only.

Body of letter

I would like to take this opportunity to thank you for your support of the 2023 Business Professionals of America National Leadership Conference that was held in Anaheim, California.

Your commitment to the future business leaders is valued. The conference had over 6400 participants that were directly affected by the generosity of your company. We appreciate your <sponsorship level> level sponsorship. Because of rising costs, sponsorship levels will increase by 10 percent for 2024.

Will you consider continuing to support BPA and our future leaders? The planning for the next conference is already underway. Enclosed is the renewal form for the 2024 National Leadership Conference in Chicago, Illinois. Do not hesitate to reach out to me if you have any questions. Know that I look forward to continuing our partnership in 2024.

Job 5: Form

Please develop a form that BPA can use for the 2024 National Leadership Conference in Chicago, Illinois. The conference will be held from May 10-14, 2024. This form needs to be included in the letter to sponsors in Job 4. Use your creativity in the design and layout. The size of the form is a half sheet (8 ½ x 5 ½). Supply an appropriate title (name) for the form and include Business Professionals of America, 2024 National Leadership Conference, the dates, and place of the conference. Include the list of sponsorship levels and 2024 updated amounts that were calculated in Job 2 (use checkboxes) as well as an “Other” checkbox place to write in additional/custom amount that a business would want to donate. In addition, include the following:

Business Name

Contact Person

Email Address

Phone Number

Include my email so it can be submitted electronically: rmeyer@digitalsolutions.org