



**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.
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.

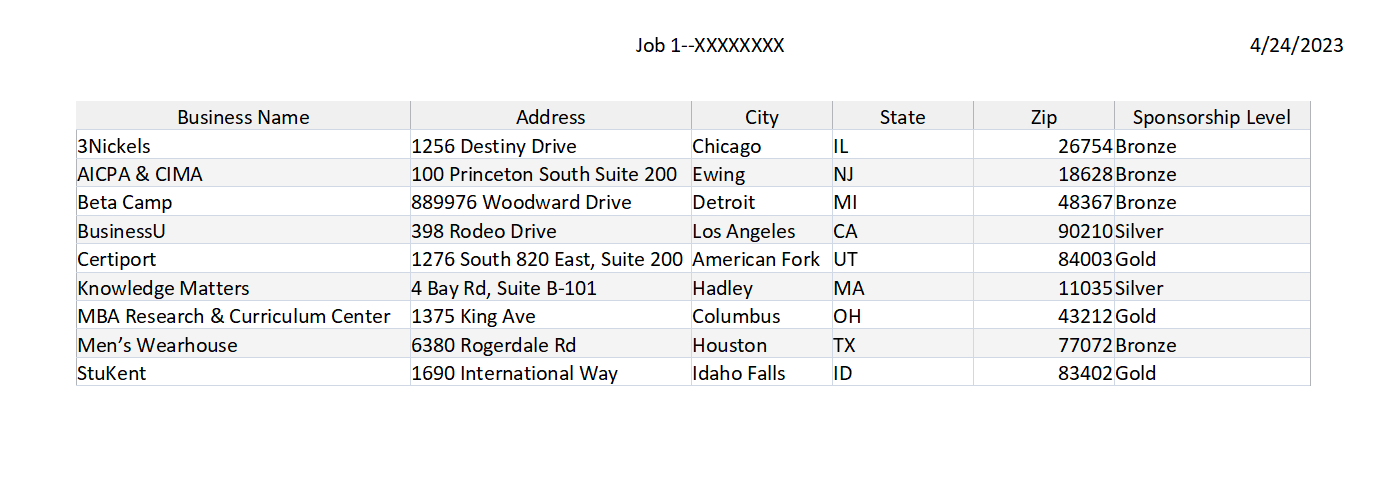
|  |  |
| --- | --- |
| **PRODUCTION STANDARDS** | |
| 0 Errors | 100 Points |
| 1 Error | 90 Points |
| 2 Errors | 70 Points |
| 3 Errors | 50 Points |
| 4+ Errors | 0 Points |

|  |  |  |  |
| --- | --- | --- | --- |
| **JOB** | **CRITERIA** | **POINTS POSSIBLE** | **POINTS** |
| **Job 1**  Database  *130 points* | 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  *100 points* | 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  *100 points* | 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—XXXXXXXX in center footer | 10 points |  |
|  | ***Total*** | /100 |
| **Job 4**  Letter w/Mail Merge  *130 points* | 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 *100 points* | 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** |

**PRODUCTION**

**Job 1:** Database

Printed in landscape, no information truncated, 2-letter state abbreviations used.



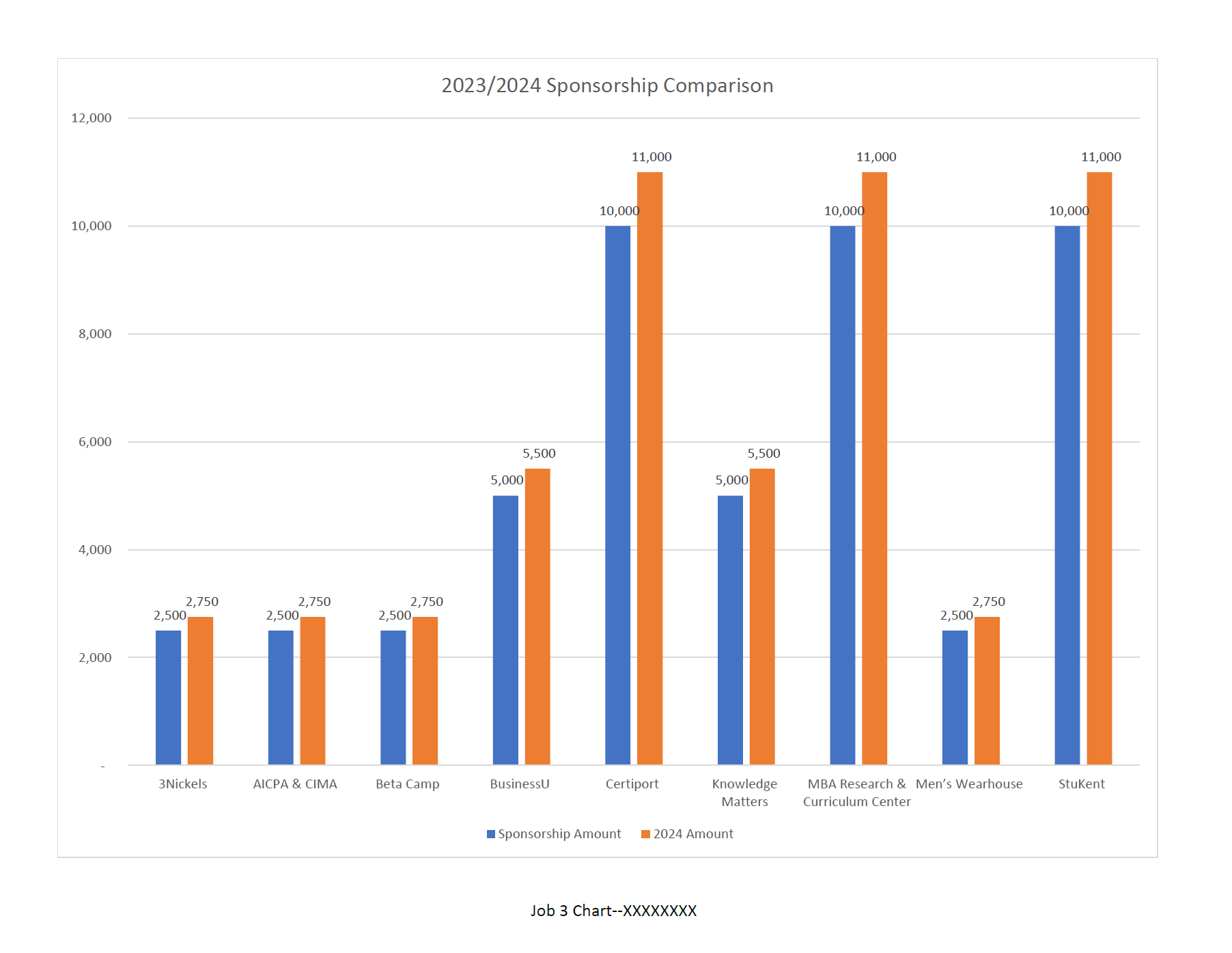
**Job 2:** Spreadsheet with Formulas

Job 2 Table


If the table came in as a defined table into the spreadsheet, the printout could look like this.

Job 2 key


**Job 3:** Chart Clustered Column



**Job 4:** Letter w/Mail Merge

Current date

«AddressBlock» Note to Grader: **Merge Fields Business Name, Address, City, State, Zip could also be used**

Dear Partners

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.

Sincerely

Roger Meyer

Marketing Director

**XXXXXXX (member ID)**

Enclosure

**Letter for 3Nickels**

Current date

3Nickels

1256 Destiny Drive

Chicago, IL 26754

Dear Partners

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 Bronze 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.

Sincerely

Roger Meyer

Marketing Director

XXXXXXX (member ID)

Enclosure

**Job 5:** Form

Design/creativity will vary. The following items need to be included:

* Size half sheet (8 ½ x 5 ½)
* An appropriate title
* Business Professionals of America
* 2024 National Leadership Conference
* Chicago, Illinois
* May 10-14, 2024
* List of sponsorship levels and 2024 updated amounts that were calculated in Job 2 (using checkboxes) as well as an “Other” checkbox place to write in additional/custom amount that a business would want to donate.
* Roger Meyer’s email so form can be submitted electronically: [rmeyer@digitalsolutions.org](mailto:rmeyer@digitalsolutions.org)

Areas to enter the following on the form should also be included:

* Business Name
* Contact Person
* Email Address
* Phone Number