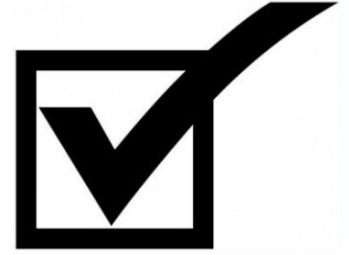


**BUSINESS
PROFESSIONALS**
of **AMERICA**
Giving Purpose to Potential



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 <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—XXXXXXXX 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

PRODUCTION

Job 1: Database
Printed in landscape, no information truncated, 2-letter state abbreviations used.

Job 1--XXXXXXXXX4/24/2023

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

Job 2: Spreadsheet with Formulas

Job 2 NLC Sponsors--XXXXXXXXX

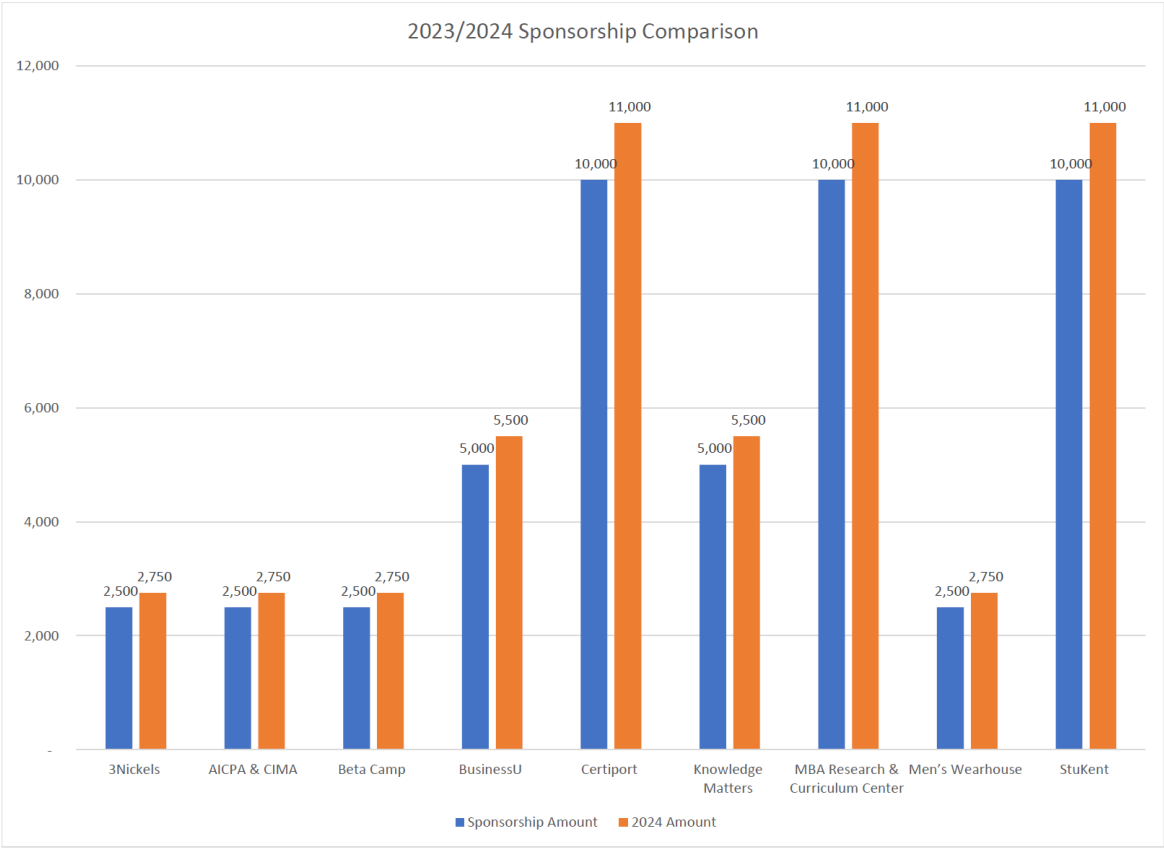
Business Name	Address	City	State	Zip	Sponsorship Level	Sponsorship Amount	2024 Amount
3Nickels	1256 Destiny Drive	Chicago	IL	26754	Bronze	2500	=G2*1.1
AICPA & CIMA	100 Princeton South Suite 200	Ewing	NJ	18628	Bronze	2500	=G3*1.1
Beta Camp	889976 Woodward Drive	Detroit	MI	48367	Bronze	2500	=G4*1.1
BusinessU	398 Rodeo Drive	Los Angeles	CA	90210	Silver	5000	=G5*1.1
Certiport	1276 South 820 East, Suite 200	American Fork	UT	84003	Gold	10000	=G6*1.1
Knowledge Matters	4 Bay Rd, Suite B-101	Hadley	MA	1035	Silver	5000	=G7*1.1
MBA Research & Curriculum Center	1375 King Ave	Columbus	OH	43212	Gold	10000	=G8*1.1
Men's Wearhouse	6380 Rogerdale Rd	Houston	TX	77072	Bronze	2500	=G9*1.1
StuKent	1690 International Way	Idaho Falls	ID	83402	Gold	10000	=G10*1.1

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

Job 2 NLC Sponsors--XXXXXXXXX

Business Name	Address	City	State	Zip	Sponsorship Level	Sponsorship Amount	2024 Amount
Certiport	1276 South 820 East, Suite 200	American Fork	UT	84003	Gold	10000	=Job 2 NLC Sponsors--XXXXXXXXX.xlsx!Job_1_XXXXX
AICPA & CIMA	100 Princeton South Suite 200	Ewing	NJ	18628	Bronze	2500	=Job 2 NLC Sponsors--XXXXXXXXX.xlsx!Job_1_XXXXX
MBA Research & Curriculum Center	1375 King Ave	Columbus	OH	43212	Gold	10000	=Job 2 NLC Sponsors--XXXXXXXXX.xlsx!Job_1_XXXXX
3Nickels	1256 Destiny Drive	Chicago	IL	26754	Bronze	2500	=Job 2 NLC Sponsors--XXXXXXXXX.xlsx!Job_1_XXXXX
StuKent	1690 International Way	Idaho Falls	ID	83402	Gold	10000	=Job 2 NLC Sponsors--XXXXXXXXX.xlsx!Job_1_XXXXX
BusinessU	398 Rodeo Drive	Los Angeles	CA	90210	Silver	5000	=Job 2 NLC Sponsors--XXXXXXXXX.xlsx!Job_1_XXXXX
Knowledge Matters	4 Bay Rd, Suite B-101	Hadley	MA	11035	Silver	5000	=Job 2 NLC Sponsors--XXXXXXXXX.xlsx!Job_1_XXXXX
Men's Wearhouse	6380 Rogerdale Rd	Houston	TX	77072	Bronze	2500	=Job 2 NLC Sponsors--XXXXXXXXX.xlsx!Job_1_XXXXX
Beta Camp	889976 Woodward Drive	Detroit	MI	48367	Bronze	2500	=Job 2 NLC Sponsors--XXXXXXXXX.xlsx!Job_1_XXXXX

Job 3: Chart Clustered Column



Job 3 Chart--XXXXXXXX

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

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

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