



Integrated Office Applications

(215)

REGIONAL 2025

Production:

Job 1: Spreadsheet	_____ (150 points)
Job 2: PowerPoint	_____ (140 points)
Job 3: Mail Merge Letter	_____ (130 points)
<i>TOTAL POINTS</i>	<i>_____ (420 points)</i>

Graders: Please double check and verify all scores and answer keys!

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 1-3.
2. Key all jobs according to the instructions given.
3. Correct 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

SCORING SHEET

<i>Job 1 – Spreadsheet</i>	<i>Possible Points</i>	<i>Points Awarded</i>
Data inputted correctly (follows mailability standards) 0 errors - 100 points, 1 error - 90 points, 2 errors - 70 points, 3 errors – 50 points, 4+ errors – 0 points	100	
Landscape Orientation	10	
Headings formatted correctly	10	
All table data is displayed	10	
Zip Code Centered (heading & field data)	10	
Member ID and Job # in footer	10	
Job 1 Total	150	
<i>Job 2 – PowerPoint</i>	<i>Possible Points</i>	<i>Points Awarded</i>
Data inputted correctly (follows mailability standards) 0 errors - 100 points, 1 error - 90 points, 2 errors - 70 points, 3 errors – 50 points, 4+ errors – 0 points	100	
Correctly changed theme to Slice	10	
Fields formatted correctly (font, field size)	10	
Imported table from Excel	10	
Member ID and Job # in presentation footer	10	
Job 2 Total	140	
<i>Job 3 – Mail Merge Letter</i>	<i>Possible Points</i>	<i>Points Awarded</i>
Mail merge letter (follows mailability standards) 0 errors - 100 points, 1 error - 90 points, 2 errors - 70 points, 3 errors – 50 points, 4+ errors – 0 points	100	
Mail merge letter - merge code fields printed	10	
Member ID and Job # in footer	10	
Mail merge letter for Allisson Crane printed	10	
Job 3 Total	130	
TOTAL	420	

Job 1: Spreadsheet

Title	First Name	Last Name	Department	Street Address	City	State	Zip
Mrs.	Allisson	Crane	Financial Services	90 Tammie Dr	Dayton	OH	45400
Ms.	Gabrielle	Fernandez	Financial Services	202 Heather Dr	Columbus	OH	43085
Mr.	Malcolm	Murray	Marketing	912 Alexander Way	Cleveland	OH	44101
Mrs.	Sherlyn	Gilmore	Administrative Support	4573 Brenford Road	Cleveland	OH	44129
Ms.	Adrienne	Conway	Human Resources	965 Sequoia Dr	Dayton	OH	45490
Mr.	Talan	Bell	Human Resources	498 Beadle St	Cincinnati	OH	45201
Mrs.	Annika	Rodriguez	Financial Services	934 Hickory Ridge Road	Columbus	OH	43085
Ms.	Jenna	Howard	Marketing	1584 Delaney Pkwy	Cincinnati	OH	45201
Mr.	Darryl	Carey	Marketing	3679 W Dennys Road	Dayton	OH	45490
Mrs.	Arabella	Gonzales	Administrative Support	140 Streamside Circle	Dayton	OH	45400
Mrs.	Kayleigh	Hartman	Financial Services	219 Southern View Dr.	Cleveland	OH	44101
Mrs.	Mariah	Nobel	Information Technology	921 Peach Cir	Dayton	OH	45400
Ms.	Alejandra	Schneider	Information Technology	13 Spruance Rd	Cincinnati	OH	45242
Mr.	Houston	Marks	Financial Services	119 S Carter Blvd	Cincinnati	OH	45201
Mr.	Amir	Phillips	Administrative Support	3652 Long Woods Ct	Columbus	OH	43223

Member ID
Job 1

Notes to Grader:

- Job should be printed showing all required fields
- Be sure no data is truncated and fits to one page
- Check for a footer

Job 2: PowerPoint

The diagram consists of three blue rectangular boxes arranged in a horizontal flow from left to right, connected by white arrows. The first box on the left is labeled "DIGITAL SOLUTIONS" and "COMPANY RETREAT". The second box in the middle is labeled "BENEFITS OF A RETREAT" and contains a bulleted list of four points. The third box on the right is labeled "BENEFITS OF A RETREAT" and contains a bulleted list of four points. White diagonal lines are present in the background of each box. Two small images are included: one of a person's hand pointing at a screen in the top right of the first box, and another of four people walking on a beach in the bottom right of the second box.

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graph LR; A["DIGITAL SOLUTIONS  
COMPANY RETREAT"] --> B["BENEFITS OF A RETREAT"]; B --> C["BENEFITS OF A RETREAT"]
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DIGITAL SOLUTIONS
COMPANY RETREAT

- Increases employee loyalty
- Boost happiness
- Works on team building skills
- Builds coworker relationships

BENEFITS OF A RETREAT

- Increases employee loyalty
- Boost happiness
- Works on team building skills
- Builds coworker relationships

Title	First Name	Last Name	Department	Street Address	City	State	ZIP
Mr.	Adam	Corn	Financial Services	90 Tawnee Dr	Dayton	OH	45408
Mr.	Gabriel	Fernandez	Financial Services	202 Heather Dr	Columbus	OH	43005
Mr.	Malcolm	Murray	Marketing	952 Alexander Way	Cleveland	OH	44125
Mr.	Shayne	Gilmore	Administrative Support	6701 Brookfield Rd	Cleveland	OH	44131
Mr.	Adrienne	Conway	Human Resources	965 Sequia Dr	Dayton	OH	45406
Mr.	Talies	Bell	Human Resources	498 Beattie St	Cincinnati	OH	45201
Mr.	Rebecca	Rodriguez	Financial Services	614 Hillary Ridge Rd	Columbus	OH	43206
Mr.	Jerome	Hawes	Marketing	1588 Delaney Pkwy	Cincinnati	OH	45201
Mr.	Darrel	Covey	Marketing	3679 W Dennis Rd	Dayton	OH	45420
Mr.	Richard	Fernandez	Administrative Support	545 Tusculum Circle	Dayton	OH	45407
Mr.	Kathryn	Hartman	Financial Services	219 Southern View Dr	Cleveland	OH	44126
Mr.	Marah	Bohle	Information Technology	953 Peach Dr	Dayton	OH	45421
Mr.	Philippe	Schneider	Information Technology	13 Scoville Rd	Cincinnati	OH	45421
Mr.	Heuston	Marks	Financial Services	1915 Center Blvd	Cincinnati	OH	45201
Mr.	Rein	Phillips	Administrative Support	3865 Long Woods Ct	Columbus	OH	43221

- ▶ Bathing suits
- ▶ Spending money
- ▶ Toiletries
- ▶ Cell phone & charger
- ▶ Pancho
- ▶ Sunscreen
- ▶ Comfort shoe attire
- ▶ Camera
- ▶ Company badges

SUPPLIES LIST

Content layout on slides
&
Bullet styles may vary

Job 3-1: Mail Merge Letter

(Current Date)

«AddressBlock»

Dear «Title» «Last_Name» **OR** «GreetingLine»

Digital Solutions is hosting a company retreat. All company employees have been invited to attend a vacation in Orlando, FL. You are receiving recognition for your work in the «Department» department.

We feel that as a company, teamwork and cooperation are important characteristics of a healthy and cohesive working environment. It is our hope that all our employees feel comfortable around each other in order to work together and increase the company dynamic. A successful working environment requires all employees to be involved; we believe everyone is an asset.

If you have any questions please contact Nancy Wells, Chief Executive Officer, at 632-555-0123.

Sincerely

Nancy Wells
Chief Executive Officer

Member ID #

Jobs 3-1 & 3-2 should include a Left Footer with:

CONTESTANT #
JOB NUMBER

Job 3-2 – Merge printout ONLY includes the following letter.

Current Date

Mrs. Allisson Crane
90 Tammie Dr
Dayton, OH 45400

Dear Mrs. Crane

Digital Solutions is hosting a company retreat. All company employees have been invited to attend a vacation in Orlando, FL. You are receiving recognition for your work in the Financial Services department.

We feel that as a company, teamwork and cooperation are important characteristics of a healthy and cohesive working environment. It is our hope that all our employees feel comfortable around each other to work together and increase the company dynamic. A successful working environment requires all employees to be involved; we believe everyone is an asset.

If you have any questions please contact Nancy Wells, Chief Executive Officer, at 632-555-0123.

Sincerely

Nancy Wells
Chief Executive Officer

Member ID