

Member ID: _____

Time: _____

Rank: _____



Advanced Word Processing (210)

REGIONAL 2025

PRODUCTION

Job 1: Labels with Mail Merge

Print 1 _____ (20 points)

Print 2 _____ (80 points)

Job 2: Two-Page Letter _____ (100 points)

Job 3: Table with Calculations

Print 1 _____ (80 points)

Print 2 _____ (20 points)

Job 4: Two-Page Speech _____ (100 points)

TOTAL POINTS _____ (***400 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 1-4.
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 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 1: Labels with Mail Merge

Create labels using mail merge for the following employees. Use the Avery US Letter 5160 style label. Include the fields: title, first name, last name, street address, city, state, and ZIP.

Mr. Foster Williams, 4200 Gendall Ln., Ithaca, MI 48847

Ms. Corinne Anderson, 4988 Standerford Rd., Cincinnati, OH 45202

Ms. Suhaylah Kassis, 4126 Chicago Ave., Clarkston, OH 43461

Mr. Lan Huang, 1385 Lightning Dr., Memphis, TN 38118

Ms. Carolina Mulamba, 2331 Scenic Way, Seymour, IL 61875

Ms. Rachel Smith, 3495 Phillip Ln., Crown Point, IN 46307

Mr. Keith Benton, 989 Bel Aire, Columbus, OH 44211

Mr. Shaun Johnson, 5581 Zephyr Hills Dr., Clairmont, OH 43822

Ms. Carmen Hernandez, 880 W. Snowville Rd., Farmington, MI 45101

Print 1: Print the labels showing merge codes. (label as Job 1_Print 1)

Print 2: Sort the labels arranged alphabetically by Last Name and print the merged labels. (label as Job 1_Print 2)

Job 2: Two-Page Letter

Key the following letter, following *Style & Reference Manual* format. Use the current date and include the subject line remote work policy. Please correct any spelling, punctuation, or grammar errors. The letter will be from Nancy Wells, CEO. You will use the merge codes from Job 1 for the inside address and salutation of this letter, but you will not actually merge the document. Include a copy to Julie Smith.

In consultation with our HR Department, we have more fully developed our policy for those employees who have been offered the opportunity to work remotely. As one of our remote-eligible employees, you will be subject to these conditions if you wish to work in a remote capacity.

I am enclosing the full Updated Policy Manual for Remote Employment for you to review carefully. The main points that I would like to emphasize, however, including the following:

1. Only employees who are able to effectively perform their duties remotely will be eligible for remote work assignment. That determination will be made by department managers and HR based on the employee's role in the organization.
2. Employees must comply with remote work schedules as established by their respective departments. Employee schedules may be adjusted to ensure availability for on-site meetings.
3. All employees working remotely will be expected to maintain the required level of professionalism, productivity, and work ethic as those working in person. Regularly-established work hours must be preserved and departmental deadlines must be met.
4. Digital Solutions will provide the necessary equipment to facilitate remote work for its employees. You may contact the Information Technology Department if you have any additional needs or require assistance in any way with technology for remote work.
5. It is absolutely critical that remote employees protect company data and maintain cybersecurity awareness while working away from the office. All company cybersecurity policies must be followed and any potential security concerns or incidents must be reported immediately.
6. Open communication between the employee and department manager will be vital in maintaining an effective remote work relationship. Digital Solutions encourages the use of communication tools such as video meetings and email to ensure the remote employee stays connected with supervisors and colleagues.

Digital Solutions is committed to making the remote work environment an effective part of our organization's policies, and understands that adjustments may be required to this policy over

time. If you have any suggestions for improving the policy or have any questions regarding the policy itself, please reach out to Julie Smith in HR.

Thank you for your attention to this policy adjustment and for your dedication to Digital Solutions.

***Note to Student:** Before printing, find and replace all instances of HR with Human Resources.*

Job 3: Table with Calculations

Key the following table without borders, using formulas to calculate the missing data. Format the table without borders using the *Style & Reference Manual* as your guide. The table will be titled Proposed Budget for Increased Cost of Remote Employees, with the subtitle Additional Cost Items. You must use mathematical functions to calculate the potential total cost for each item and the total for all items.

Print 1: Print the completed and formatted table. In footer, in place of Job 3, key Job 3_Print 1, and save the file as Job 3_Print 1.

Print 2: Print the table with formulas in **Landscape orientation** (formatting may change). In footer, in place of Job 3, key Job 3_Print 2, and save the file as Job 3_Print 2.

Remote Employees Additional Cost Items	Cost per employee (estimated)	Number of Remote Employees	Potential Total Cost for Item
Laptops, monitors, other tools	\$3000	9	
Software licenses	\$2000	9	
Internet services	\$1200	9	
Cybersecurity tools, training, software	\$4200	9	
Remote collaboration software tools	\$5000	9	
Workspace allowances	\$2500	9	
IT support	\$600	9	
Travel and meetings expenses	\$2200	9	
TOTAL			

Job 4: Two-Page Speech

Key a speech to be given by Julie Smith at the Digital Solutions Human Resources Informational Meeting. Use the *Style & Reference Manual* format, and correct any errors in spelling, punctuation, and grammar.

There have been questions from employees regarding our remote work policy here at Digital Solutions. As Human Resources Manager, I was asked to address some of these concerns while we have everyone together at this informational meeting.

While many employees would be interested in working remotely, there are obviously positions that require employees who serve in those roles to work in person at our facility. The reasons for that requirement vary, but include such considerations as unreasonable infrastructure needs, security risks, client/customer expectations, among others. If you are unsure as to why your position is not offered as a remote position, reach out to your department manager, who would be in the best position to discuss that topic with you.

For those whose positions are offered in a remote capacity, the Human Resources Department has devised an updated policy manual for remote employment. That manual will be sent to your home address, and we ask that you review it in its entirety so that you are aware of any updates or changes to our remote employment policies.

Of course, remote employees are expected to maintain the same level of professionalism, productivity, and work ethic as all other employees at Digital Solutions. It is important that our remote employees continue to follow established work hours, meet all deadlines, and maintain communication with their supervisors. Communication is even more important for remote workers, as they are not in contact with colleagues in the office setting.

It is vital for our remote employees to protect the companies data security, so the installation of security software will be a requirement. Please review Digital Solutions' cybersecurity policies and guidelines, reporting any security concerns to management immediately.

Thank you all for your continued professionalism and dedication as we work together to enable Digital Solutions to continue to lead the way in the technology sector.