INTEGRATED

OFFICE APPLICATIONS

(215)

REGIONAL – 2019

**Production:**

Job 1: Spreadsheet (160 points)

Job 2: PowerPoint (140 points)

Job 3: Letter/Table (130 points)

***TOTAL POINTS (430 points)***

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

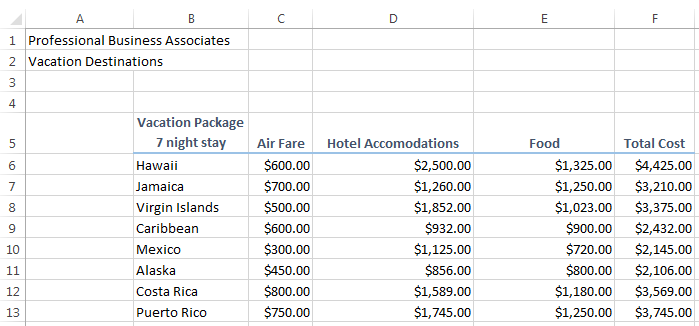
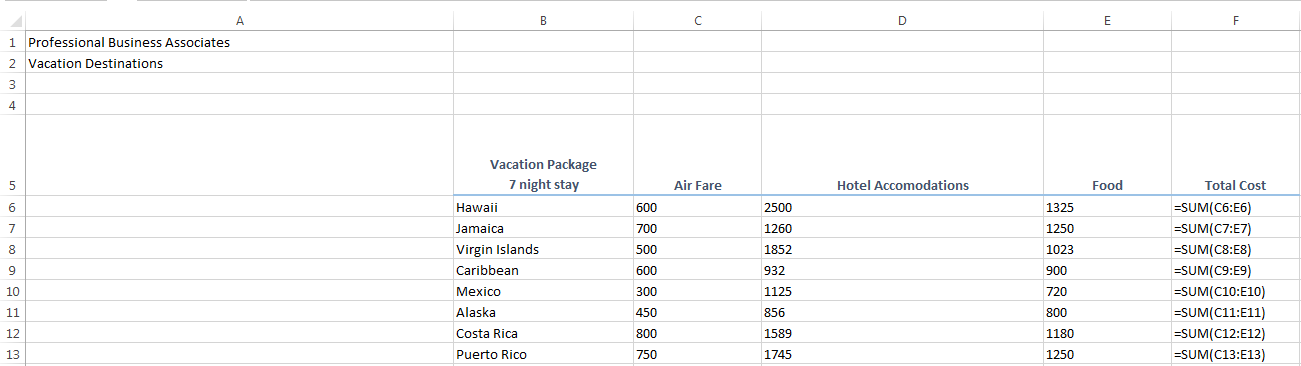
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*Workplace Skills Assessment Program* competition.

|  |  |  |
| --- | --- | --- |
| ***Job 1 – Spreadsheet*** | ***Possible Points*** | ***Points Awarded*** |
| Data inputted correctly (follows production standards)  0 errors - 100 points, 1 error - 90 points, 2 errors - 70 points,  3 errors – 50 points, 4+ errors – 0 points | 100 |  |
| Landscape Orientation (fits to one page) | 10 |  |
| Column Titles formatted correctly, Wrap text for Column B title (as displayed in key) | 10 |  |
| All table data is displayed | 10 |  |
| Formulas visible for Total Cost | 10 |  |
| Cells formatted for Currency, 2 decimal places | 10 |  |
| Contestant Number and Job # in footer | 10 |  |
| **Job 1 Total** | **160** |  |
| ***Job 2 – PowerPoint*** | ***Possible Points*** | ***Points Awarded*** |
| Data inputted correctly (follows production 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 Basis | 10 |  |
| Fields formatted correctly (font, text size) | 10 |  |
| Pictures inserted correctly | 10 |  |
| Contestant Number and Job # in presentation footer | 10 |  |
| **Job 2 Total** | **140** |  |
| ***Job 3 –Letter/Table*** | ***Possible Points*** | ***Points Awarded*** |
| Letter (follows production standards)  0 errors - 100 points, 1 error - 90 points, 2 errors - 70 points,  3 errors – 50 points, 4+ errors – 0 points | 100 |  |
| Table 2 columns, 5 rows, inserted in letter correctly | 10 |  |
| Contestant Number and Job # in footer | 10 |  |
| Letter printed | 10 |  |
| **Job 3 Total** | **130** |  |
| **TOTAL** | **430** |  |

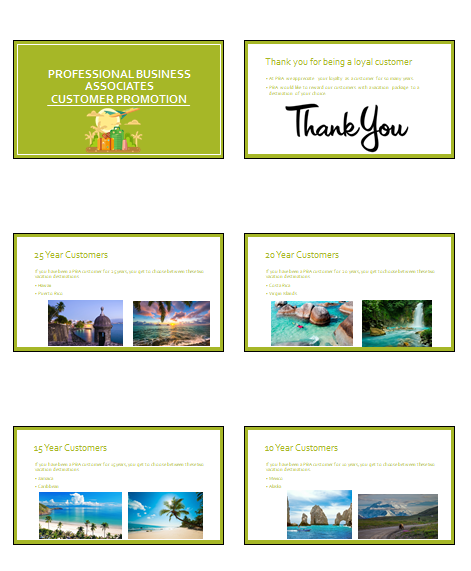
**Job 1 – Spreadsheet**



Note to Graders:

* Data input correctly : 0 errors – 100 points; 1 error – 90 points; 2 errors – 70 points; 3 errors – 50- points; 4 or more errors – 0 points
* Cells are formatted to Currency, 2 decimal places
* Orientation-Landscape
* Formulas are visible for 2nd print out in Landscape

**Job 2 – PowerPoint**



Note to Graders:

* Basis Theme
* 6 slides in Hand-out view
* Periods after bulleted items are optional – but should be consistent

**Job 3 – Letter**

Current Date

Mr. Randy Smith

3487 South Lake Dr.

Cleveland, OH 44109

Dear Mr. Smith

Professional Business Associates appreciates your loyalty as a customer for so many years. As a valued customer, we would like to take this opportunity to reward you with a vacation package to a destination of your choice.

Listed below are the years that we will reward a vacation to and the vacation destinations of choice based on the years of customer loyalty you have given PBA.

|  |  |
| --- | --- |
| **Customer Years to PBA** | **Vacation Destination** |
| 25 Years | Hawaii or Puerto Rico |
| 20 Years | Costa Rica or Virgin Islands |
| 15 years | Jamaica or Caribbean |
| 10 years | Mexico or Alaska |

We will be holding a customer appreciation reception in your honor on Saturday, June 1, 2019, at Professional Business Associates, 5454 Cleveland Avenue, Columbus, OH 43231-4021. You will receive your travel voucher with Sunrise Travel Agency and an informal presentation on the travel destination you have been awarded.

If you have any questions, please contact me at 614-895-7277.

Sincerely

Roger Meyer

Marketing Department

XX-XXXX-XXXX