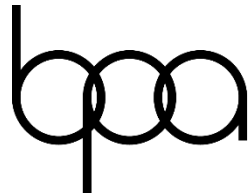


Contestant ID: _____

Time: _____

Rank: _____



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

ADVANCED WORD PROCESSING (210)

REGIONAL 2026

PRODUCTION

Job 1: Table with Formulas

Print 1: Values/Format _____ (100 points)

Print 2: Formulas _____ (50 points)

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

Job 3: Agenda _____ (100 points)

TOTAL POINTS _____ **(350 points)**

Test Time: 90 minutes

GENERAL GUIDELINES:

Failure to follow any of these rules may result in disqualification:

1. **Submission Requirements:** Contestants must submit this test booklet along with any printouts.
2. **Permitted Items:** Only the equipment, supplies, and materials specified for this event are allowed in the testing area. Previous BPA tests and sample tests (whether handwritten, photocopied, or typed) are not permitted.
3. **Electronic Devices:** Electronic devices will be monitored according to ACT standards.

EXAM GUIDELINES:

1. **Check Your Booklet:** Make sure this test booklet includes Jobs 1-3.
2. **Follow Instructions:** Complete all jobs according to the instructions given.
3. **Correct Errors:** Fix any formatting, spelling, or grammar mistakes. Use the formatting guide in the *Style & Reference Manual*.
4. **No Names:** Do not put your name or initials on any work you submit. Use your Contestant ID instead of your reference initials.
5. **Label Your Work:** In the lower right-hand corner of all submitted work (unless specified otherwise), write your Contestant ID and job number.
6. **Finish Early:** If you finish before the time is up, let the proctor know. Finishing time may be used to break ties.
7. **Organize Your Submission:** Place your scoring sheet on top of your jobs. Arrange the jobs 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: TABLE WITH FORMULAS

Create a table without borders, using the *Style & Reference Manual* format, for the following data. The table title will be Digital Solutions, with a subtitle 4th Quarter Sales.

Product	Production Cost	Units Sold	Sale Price Per Unit
Optical drive	\$22.29	1,983	\$85.00
Graphics processor	\$41.75	1,236	\$170.00
Computer case	\$33.92	2,765	\$128.00
Motherboard	\$58.98	4,102	\$199.00
RAM (16 GB)	\$38.01	973	\$131.00
RAM (32 GB)	\$205.33	5,112	\$424.00
Solid state drive (1 TB)	\$137.17	1,566	\$308.00
Power supply unit	\$88.64	3,499	\$275.00

Once the table has been created, add a column to the right of the *Sale Price Per Unit* column, naming it *Total Revenue*, and insert formulas in each row of that column to multiply the number of units sold and the sale price per unit.

Next, add a column to the right of the *Total Revenue* column, naming it *Gross Profit*, and insert formulas in each row of that column to subtract the total production cost (*Production Cost x Units Sold*) from the *Total Revenue*.

Add a Totals row beneath the last row of the table and insert formulas in that row in the *Units Sold*, *Total Revenue*, and *Gross Profit* columns.

Select the table and autofit to contents.

Print 1: Print table showing values

Print 2: Print table showing formulas

JOB 2: TWO-PAGE LETTER

Key a letter to Mr. Treyvon Hensen, Corporate Auditing Services, Inc., 4132 Washington Street, New Albany, Ohio, 43054. Insert the table (including the title and subtitle) from Job 1 where indicated in the text of the letter. The letter will be signed by Harvey Rosen, Financial Services Manager. Include the subject line *Quarterly Earnings Review* and indicate copies to be sent to Nancy Wells and Larry Owens. Make any necessary corrections in spelling, punctuation, and grammar.

Body of Letter:

In anticipation of the upcoming meeting of the Digital Solutions Board of Directors on March 3, I have put together a table outlining last year's 4th quarter gross profit for a specific line of products. I would like you to compare the figures I have compiled to the year-end audit materials

you have received to ensure my data is accurate. As you know, this type of review is included in Digital Solutions' contract with Corporate Auditing Services. The table is below.

As you can see from the table above, I only require information relating to those listed products. I must be certain that the 4th quarter sales report is accurate before submitting it to the Board.

Digital Solutions' 4th quarter earnings report itself has yet to be finalized by our accounting department, so I would greatly appreciate your assistance in verifying the accuracy of my data. If you require any additional information before reporting back to me, kindly reach out to Larry Owens, our Accounting Committee Chairperson, who will be able to assist you.

I will need your review to be completed by February 9, 2026, in order for me to adjust the numbers prior to the Board meeting, in the event that is necessary.

I thank you for your support and assistance in this matter and, as always, appreciate your professional expertise.

JOB 3: AGENDA

Create an agenda, following the *Style & Reference Manual* format, for the regular meeting of the Board of Directors of Digital Solutions on March 3 (Tuesday) at 10 a.m. in the 6th Floor board room. Make any necessary corrections in spelling, punctuation, and grammar.

Call to order, Nancy Wells

Role Call by Harvey Rosen

Reading of the minutes by Harvey Rosen

Treasurer's report by Julie Smith

Other officer reports

Committee reports: Accounting, Larry Owens; Planning, Jaden Rivers; Sustainability, Deneisha Fulton.

Unfinished business: Employee handbook; Computer system upgrade

New business: Cybersecurity initiative; Conference room renovation

Next meeting date is April 7, 2026