



**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**PRINT 1: Values/Format 100 Points****DIGITAL SOLUTIONS****4th Quarter Sales**

<u>Product</u>	<u>Production Cost</u>	<u>Units Sold</u>	<u>Sale Price Per Unit</u>	<u>Total Revenue</u>	<u>Gross Profit</u>
Optical drive	\$22.29	1,983	\$85.00	\$168,555.00	\$124,353.93
Graphics processor	41.75	1,236	170.00	210,120.00	158,517.00
Computer case	33.92	2,765	128.00	353,920.00	260,131.20
Motherboard	58.98	4,102	199.00	816,298.00	574,362.04
RAM (16 GB)	38.01	973	131.00	127,463.00	90,479.27
RAM (32 GB)	205.33	5,112	424.00	2,167,488.00	1,117,841.04
Solid state drive (1 TB)	137.17	1,566	308.00	482,328.00	267,519.78
Power supply unit	88.64	<u>3,499</u>	275.00	<u>962,225.00</u>	<u>652,073.64</u>
Total		21,236		\$5,288,397.00	\$3,245,277.90

Table must be centered vertically and horizontally on page.

Contestant ID
Job 1

Job 1 PRINT 2: Formulas 50 points

Printout Shows Formulas 10 points

Formula in Cell E3 (E4-E10 will be the same, except for cell references) 15 points
=PRODUCT(C3,D3) or =C3*D3

Formula in Cell F3 (F4-F10 will be the same formula, except for cell references) 15 points
=E3-(PRODUCT(B3:C3)) or =E3-(B3*C3)

Formula in Cell C11 (E11 and F11 will be the same, =SUM(ABOVE) 10 points

Job 2: Two-Page Letter

Current Date

Mr. Treyvon Hensen
Corporate Auditing Services, Inc.
4132 Washington Street
New Albany, OH 43054

Dear Mr. Hensen

QUARTERLY EARNINGS REVIEW

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.

DIGITAL SOLUTIONS

4th Quarter Sales

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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.

Contestant ID
Job 2

Mr. Treyvon Hensen *(IN HEADER ON PAGE 2 ONLY – “Mr.” may or may not be included)*

Page 2

Current Date

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.

Sincerely

Harvey Rosen
Financial Services Manager

(Contestant ID)

c Nancy Wells
Larry Owens

Contestant ID

Job 2

Job 3: Agenda

DIGITAL SOLUTIONS

Agenda

Regular Meeting of Board of Directors

Tuesday, March 3, 2026, 10 a.m.

Board Room, Sixth Floor

1. Call to Order—Nancy Wells, Chief Executive Officer or CEO
2. Roll Call—Harvey Rosen, Secretary
3. Reading of the Minutes—Harvey Rosen, Secretary
4. Treasurer's Report—Julie Smith, Treasurer
5. Other Officer Reports
6. Committee Reports
 - Accounting—Larry Owens
 - Planning—Jaden Rivers
 - Sustainability—Deneisha Fulton
7. Unfinished Business
 - Employee Handbook
 - Computer System Upgrade
8. New Business
 - Cybersecurity Initiative
 - Conference Room Renovation
9. Date of Next Meeting: April 7, 2026
10. Adjournment

Contestant ID
Job 3