

Contestant ID: _____

Time: _____

Rank: _____



INTEGRATED OFFICE APPLICATIONS (215)

REGIONAL 2026

PRODUCTION

Job 1: Spreadsheet	_____ (150 points)
Job 2: Presentation	_____ (150 points)
Job 3: Database	_____ (150 points)
Job 4: Memorandum	_____ (100 points)
TOTAL POINTS	_____ (550 points)

Test Time: 90 minutes

GENERAL GUIDELINES:

Failure to adhere to any of the following rules will result in disqualification:

1. Contestant 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 Contestant 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 Contestant 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

<i>Job 1 - Spreadsheet</i>	<i>Possible Points</i>	<i>Points Awarded</i>
Data input correctly (follows production standards) 0 errors – 80 points, 1 error – 72 points, 2 errors – 56 points, 3 errors – 40 points, 4+ errors – 0 points	80	
Title in cell A1 merged & centered from A1-D1	5	
Title font Times New Roman size 16, all other Times New Roman 12	5	
Column headings bold and centered	5	
Rows 2 and 4 blank	5	
Total row has word “total” in all caps, bold, right aligned, and sum in D12 bolded	5	
Currency format with 0 decimal places used in cells D5 and D12, and number format with 1000 separator used in other cells in column D (no dollar signs)	5	
Right align amounts in column D (not column headings)	5	
Left align entries in columns A, B, C (not column headings)	5	
Outside border placed around entire spreadsheet (including the title)	5	
Light gray background 2 across rows 5, 7, 9, 11	5	
Contestant ID# and Job# in right footer	5	
Printed in portrait orientation, centered vertically and horizontally on page	5	
Print spreadsheet displaying sum formula in landscape orientation, scaling to fit to one page	10	
Job 1 Total	150	
<i>Job 2 – Presentation</i>		
Data input 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	
Slide 1 (title slide) includes Julie Smith’s department on separate line	5	
Enumerated list used in Slide 3	5	
Spreadsheet from Job 1 inserted into Slide 7	20	
Slide 7 and 8 do not include bullets	5	
Contestant ID# and Job# in right footer	5	
Printed 4 slides per page horizontal handouts	5	
Printed text outline of presentation	5	
Job 2 Total	150	
<i>Job 3 – Database</i>		
Data input correctly (follows production standards) 0 errors – 60 points, 1 error – 54 points, 2 errors – 42 points, 3 errors – 30 points, 4+ errors – 0 points	60	
Table entitled <i>Employee Onboarding Process Timeline</i>	10	
All data is visible in printout	10	
Table printed in Portrait Landscape orientation	10	
Contestant ID# in separate record of table (may or may not print in last row)	10	
Job 3 Total	100	

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<i>Job 4 – Memorandum</i>		
Production Standards 0 errors – 100 points, 1 error – 90 points, 2 errors – 70 points, 3 errors – 50 points, 4+ errors – 0 points	100	
Merge codes inserted in memorandum as indicated in key	10	
Print 1: printed memorandum displaying merge codes	20	
Print 2: printed memorandum to Julie Smith with accurate merged fields	20	
Job 4 Total	150	
TOTAL	550	

Job 1: Spreadsheet

As an administrative assistant in the Human Resources Department, you have been tasked with preparing and formatting a spreadsheet using the information in the table below.

Employee Onboarding Process Budget

Task	Department Assigned	Deadline Date	Estimated Budget
Develop training materials	Administrative Support	June 30, 2026	\$10,000
IT coordination/software	Information Technology	June 30, 2026	\$25,000
Create welcome materials	Marketing	August 31, 2026	\$5,000
Develop online portal	Information Technology	June 30, 2026	\$15,000
Prepare employee benefits packets	Human Resources	August 31, 2026	\$7,500
Develop employee onboarding events	Human Resources	August 31, 2026	\$10,000
Develop itemized budget	Financial Services	September 30, 2026	\$5,000

Format the spreadsheet as follows:

1. Change font for all data except title to Times New Roman 12 pt.
2. Change title to all caps and bold, Times New Roman 16 pt.
3. Merge and center title across columns A to D.
4. Bold and center all column headings.
5. Leave rows 2 and 4 (above and below column headings) blank.
6. Insert a total row beneath last row with the word "total" in cell A12 in Times New Roman 12 pt., all caps, bold, and right aligned.
7. Use a sum function to total the column D budget items. Bold the total in cell D12.
8. Use currency format with dollar signs and 0 decimal places in cells D5 and D12.
9. Use number format with 1000 separator commas for all other amounts in column D.
10. Ensure amounts in column D are right aligned.
11. Ensure entries in columns A, B and C (other than column headings) are left aligned.
12. Insert a thick outside border around the spreadsheet.
13. Include a light gray background 2 across rows 5, 7, 9, and 11.
14. Key Contestant ID and Job 1, in Times New Roman 12 pt. font, in right footer of spreadsheet.
15. Print spreadsheet in portrait orientation.
16. Print spreadsheet displaying formulas in landscape orientation, scaling to fit on one page.

Job 2: Presentation

Your next job involves preparing an electronic presentation to introduce a new project to the Human Resources Department team. Use a professional-looking presentation theme. Include your Contestant ID and Job 2 in a right footer on all slides, slide handouts, and printouts. The slides must include the information listed below.

Slide 1 (title slide):

Title: Improving Digital Solutions Employee Onboarding Process

Subtitle: Julie Smith, Manager

Human Resources Department (on separate line as a part of subtitle)

Slide 2 (title and content slide):

Title: Reasons to Improve Onboarding Process

- Better preparation for employees to be effective immediately
- Better training resources to ensure compliance with company policies
- Effective implementation of employee benefits
- Improved communication and new employee mentorship
- Higher employee satisfaction, leading to lower turnover

Slide 3 (title and content slide):

Title: Three Segments in this Process

1. Create a clear, standardized onboarding procedure.
2. Create a plan to ensure new employees feel welcome and supported in their new roles.
3. Create an online portal for training, resources, benefit information, and company policy statements.

Slide 4 (title and content slide):

Title: Create a clear, standardized onboarding procedure

Steps:

- Review the current process for onboarding employees.
- Review and choose software to use in the process.
- Define the goals of the onboarding process.
- Lay out a step-by-step procedure to follow with each new employee.

Slide 5 (title and content slide):

Title: Create a plan to ensure new employees feel welcome and supported in their new roles

Steps:

- Create a mentorship plan to implement with each new hire, assigning employee a mentor on day one.
- Design an updated presentation for new employee orientation.
- Coordinate new employee standard memo that designates who employees should contact for various questions and concerns.

Slide 6 (title and content slide):

Title: Create an online portal for training, resources, benefit information, and company policy statements.

Steps:

- Coordinate with the Information Technology Department to develop online portal for new employees.
- Prepare materials to be included in portal, including employee benefit information, company policies, training links and videos, and other resources.

Slide 7 (title and content slide): - Do NOT include bullets on this slide.

Title: Proposed Budget

Insert spreadsheet from Job 1 on this slide (display the values and not the formulas)

Slide 8 (title and content slide): - Do NOT include bullets on this slide.

Title: Questions?

(DS)

Contact me with any questions that may arise.

(DS)

Julie Smith, Manager

Human Resources Department

smithj@digitalsolutions.com

Once completed, print as follows:

Print 1: 4 slides per page horizontal handouts

Print 2: Print a text outline of the presentation

Job 3: Database

Create a database table using the following information. You may name the table *Employee Onboarding Process Timeline*.

First Name	Last Name	Department	Responsibility	Deadline
Harvey	Rosen	Financial Services	development of an itemized budget	September 30, 2026
Tom	Carlson	Information Technology	IT coordination and development of online portal	June 30, 2026
Julie	Smith	Human Resources	preparation of employee benefits packets and development of onboarding events	August 31, 2026
Roger	Meyer	Marketing	creation of welcome materials	August 31, 2026
Edna	Renick	Administrative Support	development of training materials	June 30, 2026
Contestant ID				

Once completed, key your Contestant ID in last row of the First Name column.

Print the table in landscape orientation, making sure that all data is visible.

Job 4: Memorandum

Please key a Memorandum, using *Style & Reference Manual* format, from Nancy Wells, on the current date. The memo will use the database from Job 3 to personalize the memo to each department manager by using the First Name and Last Name fields in the TO: section of the memo. The subject line will be *Employee Onboarding Process Responsibilities*. The body of the memo is as follows:

Digital Solutions is embarking on a new employee onboarding process to introduce new employees to our organization. This new process will streamline the way in which we provide orientation, training, and development of new employees to ensure that these new team members understand the culture, goals, and vision of Digital Solutions.

As a follow-up to our meeting of last week, we now have a project management plan and timeline for creation and implementation of the employee onboarding process. Each department will play a role in this process, and as manager of the <Department> Department, you and your team will be responsible for <Responsibility>.

The entire process will be implemented by the end of this fiscal year, but there are various deadline dates for specific tasks, as some roles will rely upon completion of other steps in the process before finalizing their task. The deadline date for the <Department> Department's role is <Deadline>. This is a strict deadline, and your responsibility must be completed by this date.

Thank you in advance, <First Name>, for recognizing the importance of the onboarding process, ensuring that our new employees feel prepared and aligned with the organization's goals, setting us up for long-term success and employee retention.

Print 1: Print Memorandum displaying merge codes

Print 2: Print Memorandum to Julie Smith from finished/merged document