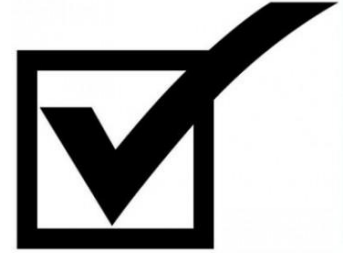


**BUSINESS
PROFESSIONALS
of AMERICA**
Giving Purpose to Potential



ADVANCED OFFICE SYSTEMS AND PROCEDURES (225) REGIONAL 2026

MULTIPLE CHOICE

25 Questions (4 points each) _____ (100 points)

PRODUCTION

Job 1: Presentation _____ (100 points)

Job 2: Memo _____ (100 points)

Job 3: Report _____ (100 points)

Job 4: Agenda _____ (100 points)

TOTAL POINTS _____ **(500 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 1-4.
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.

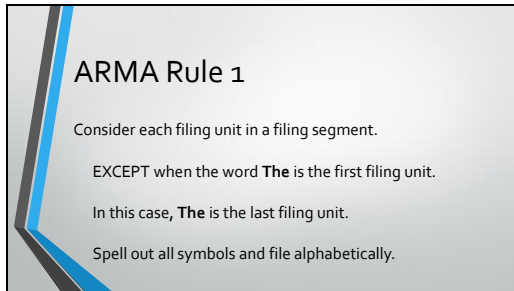
PRODUCTION STANDARDS	
0 Errors	100 Points
1 Error	90 Points
2 Errors	70 Points
3 Errors	50 Points
4+ Errors	0 Points

Multiple Choice – (25 @ 4 points each)

1.	C
2.	B
3.	A
4.	B
5.	C
6.	B
7.	C
8.	B
9.	B
10.	B
11.	A
12.	B
13.	C
14.	B
15.	D
16.	B
17.	D
18.	A
19.	B
20.	C
21.	B
22.	C
23.	B
24.	A
25.	B

Job 1: Presentation

Slide 1

A presentation slide with a light gray background and a blue and black geometric design on the left side. The title "ARMA Rule 1" is in bold. Below it, the text reads: "Consider each filing unit in a filing segment. EXCEPT when the word **The** is the first filing unit. In this case, **The** is the last filing unit. Spell out all symbols and file alphabetically." data-bbox="236 139 551 277"/>

ARMA Rule 1

Consider each filing unit in a filing segment.

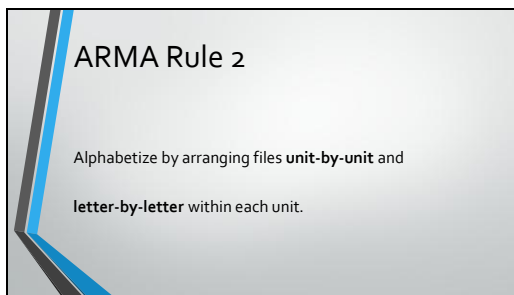
EXCEPT when the word **The** is the first filing unit.

In this case, **The** is the last filing unit.

Spell out all symbols and file alphabetically.

Consider each filing unit in a filing segment. -- This includes prepositions, conjunctions, and articles.

Slide 2

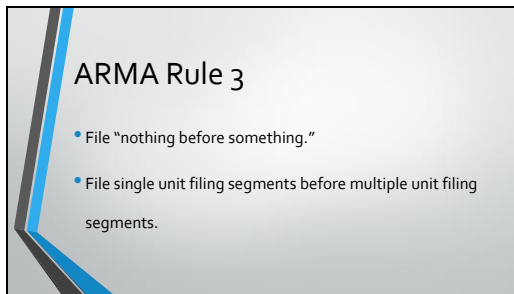
A presentation slide with a light gray background and a blue and black geometric design on the left side. The title "ARMA Rule 2" is in bold. Below it, the text reads: "Alphabetize by arranging files **unit-by-unit** and **letter-by-letter** within each unit." data-bbox="236 319 551 459"/>

ARMA Rule 2

Alphabetize by arranging files **unit-by-unit** and **letter-by-letter** within each unit.

Provide examples.

Slide 3

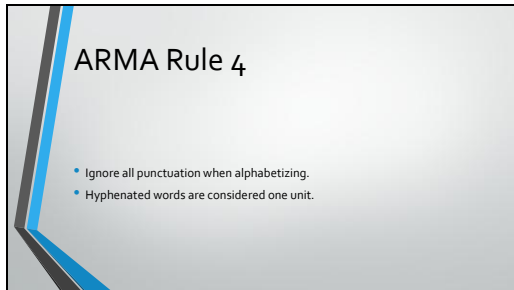
A presentation slide with a light gray background and a blue and black geometric design on the left side. The title "ARMA Rule 3" is in bold. Below it, the text reads: "• File 'nothing before something.'" and "• File single unit filing segments before multiple unit filing segments." data-bbox="236 501 551 641"/>

ARMA Rule 3

- File "nothing before something."
- File single unit filing segments before multiple unit filing segments.

Provide examples:
Sam's Cakes comes before Sam's Cakes & Donuts

Slide 4

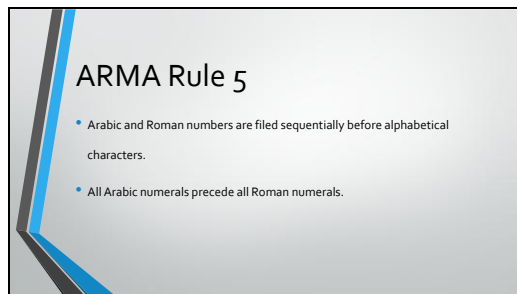
A presentation slide with a light gray background and a blue and black geometric design on the left side. The title "ARMA Rule 4" is in bold. Below it, the text reads: "• Ignore all punctuation when alphabetizing." and "• Hyphenated words are considered one unit." data-bbox="236 684 551 822"/>

ARMA Rule 4

- Ignore all punctuation when alphabetizing.
- Hyphenated words are considered one unit.

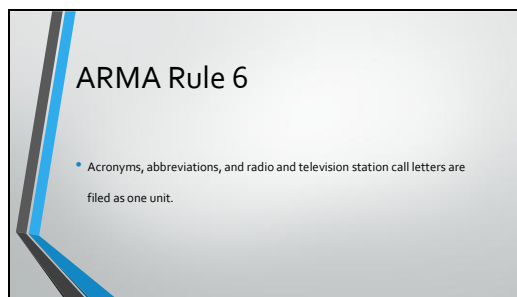
Punctuation includes periods, commas, dashes, hyphens, apostrophes, etc.
Example: Wells-Whitney would be filed as WellsWhitney

Slide 5

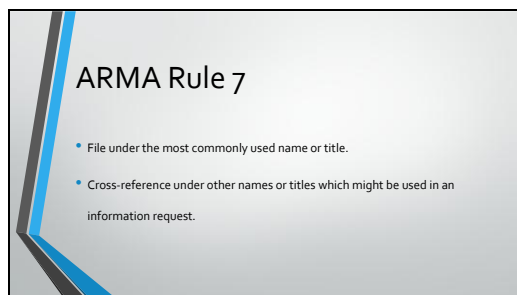


Explain Arabic numbers (1, 2, 3, 4...) vs Roman numerals (I, II, III, IV...)

Slide 6



Slide 7



Provide example of cross reference.
Chuck Smith might be cross-referenced under Charles Smith.

NOTES FOR GRADERS:

Slideshow themes may vary

Criteria	Points Possible	Points Awarded
Presentation is 7 slides with 1 ARMA rule on each slide	20	
Information on each slide can be easily visible by audience in a large room	20	
Presentation was exported as a Word handout with notes(if used) next to the slides	20	
All 7 slides appear on two pages when printed	10	
Correct grammar/punctuation/spelling used – count 5 off for each error up to 20 points	20	
Contestant ID/Job # located in footer	10	
TOTAL POINTS	100	

Job 2: Memorandum

MEMORANDUM

TO: Administrative Support Team

FROM: Edna Renick, Administrative Support Department

DATE: Today's Date

SUBJECT: Mandatory Training

Good morning. Please be aware of the upcoming mandatory two-hour training covering file management rules. The training will include how to follow ARMA rules when filing documents.

There will be two opportunities for you to attend. One will be a morning meeting on *[insert date two weeks from today]*. The other will be held in the afternoon on *[insert date three weeks from today]*. Both trainings will be held in Digital Solutions' Conference Room.

All employees in the Administrative Support Department are expected to attend one of these sessions.. Please register no later than *[insert date one week from today]* using the following link: training.digitalsolutions.abc.

The reasons for this training include consistency with filing practices and ease of retrieval.

XXXXXX(Contestant ID as Reference Initials)

NOTES FOR GRADERS:

- Students compose the memo -- wording and subject line will vary.
- Memo should include all pertinent information.
- Formatting should follow Style and Reference Manual guidelines.
- Contestant ID and job number should appear right aligned in the footer of the document, as follows: XXXXX – Job 2 (where XXXXX is Contestant ID)

Job 3: Report

XXXXXX(Contestant ID #)

Edna Renick

Administrative Support Department

Current date in military style

Office Technologies: A Quick Overview

In today's fast-paced **business** environment, office technologies play a crucial role in enhancing efficiency and productivity. From communication tools to advanced software applications, technologies streamline workflow, improve collaboration, and **enable** employees to manage tasks **more** effectively.

Communication Tools

Effective communication is vital for any business. Office technologies such as email, instant messaging, and video conferencing facilitate communication.

Document Management Systems

Managing documents **is** a critical aspect of office operations. Document management systems like SharePoint, Google Drive, and Dropbox streamline the creation, storage, and **retrieval** of documents.

Office Software Suites

Office software suites like Microsoft Office 365 and Google Workspace are integral to daily **business** functions. These suites offer a range of applications including word processing, spreadsheets, presentations, and email.

Automation Tools

Automation technologies streamline repetitive tasks, freeing up time for employees to focus on more strategic activities.

Cybersecurity

With increasing cyber threats, vigorous cybersecurity measures are essential for protecting business data and systems. Technologies like antivirus software, firewalls, and multi-factor authentication are crucial.

Conclusion

Office technologies enable businesses to have better communication, document management, automation, and security. By adopting these technologies, organizations can enhance productivity, streamline processes, and stay competitive in a rapidly evolving digital landscape.

NOTES FOR GRADERS:

- Header should include Contestant ID # and Page #
- Students should follow Style and Reference Manual for formatting including page numbering on both pages.
- Paragraph titles should not be separated from the paragraph they identify.
- There are 10 spelling and word usage errors to be corrected.
- Follow Production Standards when grading
- Contestant ID and job number should appear right aligned in the footer of the document, as follows: XXXXX – Job 3 (where XXXXX is Contestant ID)

Job 4: Agenda

DIGITAL SOLUTIONS

Agenda

File Management Training

Two weeks from the current date, 1 p.m.

Conference Room

1:00-1:05 p.m.	Introduction of Edna Renick
1:05-1:10 p.m.	Introductions of attendees
1:10-1:20 p.m.	Ice Breaker
1:20-1:30 p.m.	Introduction of Rules
1:30-2:00 p.m.	Rules 1-4
2:00-2:15 p.m.	Break
2:15-2:45 p.m.	Rules 5-7
2:45-2:50 p.m.	Other pertinent information
2:50-3:00 p.m.	Question and Answer

NOTES FOR GRADERS:

- Students should follow Style and Reference Manual for formatting.
- Students should place agenda items in appropriate order. Some variation is fine as long as it makes sense.
- Times may vary as long as the training does not exceed two hours. Rules 1-4 need 30 minutes to discuss. Rules 5-7 need 30 minutes to discuss. Break should be 15 minutes.
- Times can be aligned at the colon or left aligned.
- Meeting name may vary.
- Contestant ID and job number should appear right aligned in the footer of the document, as follows: XXXXX – Job 4 (where XXXXX is Contestant ID)