Administrative Support Team (255)

REGIONAL 2025

PRODUCTION

Job 1: Flyer _____ (120 points)

Job 2: Spreadsheet with Formulas _____ (120 points)

Job 3: Memorandum _____ (100 points)

Job 4: 2 Page Report _____ (100 points)

TOTAL POINTS _____ **(440 points)**

Test Time: 90 minutes

GENERAL GUIDELINES:

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

1. Member 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 Member 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 Member 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

JOB	CRITERIA	POINTS POSSIBLE	POINTS
Job 1 Flyer *120 points*	Production Standards	0 errors = 100 points 1 error = 90 points 2 errors = 70 points 3 errors = 50 points 4+ errors = 0 points	
	Full Page Border	0-5 points	
	At Least 1 Picture Incorporated	0-5 points	
	Design – Creativity	0-10 points	
		Total	/120
Job 2 Spreadsheet with Formulas *120 points*	Production Standards	0 errors = 100 points 1 error = 90 points 2 errors = 70 points 3 errors = 50 points 4+ errors = 0 points	
	Sorted in Number of Hours and Last Name (Ascending)	(*all or nothing*) 0 or 5 points	
	Conditional Formatting	(*all or nothing*) 0 or 10 points	
	Total Row Added	(*all or nothing*) 0 or 5 points	
		Total	/120
Job 3 Memorandum *100 points*	Production Standards	0 errors = 100 points 1 error = 90 points 2 errors = 70 points 3 errors = 50 points 4+ errors = 0 points	
		Total	/100
Job 4 2 Page Report *100 points*	Production Standards	0 errors = 100 points 1 error = 90 points 2 errors = 70 points 3 errors = 50 points 4+ errors = 0 points	
		Total	/100
		TOTAL POINTS	**/440**

TEAM INSTRUCTIONS:

Prepare the following jobs for Digital Solution's Annual Technology Conference. The Annual Technology Conference is where Digital Solutions showcases its new and improved software to current and prospective customers. Employees of Digital Solutions will work together to make this event a success!

Job 1: Flyer

Create an 11-inch x 8.5-inch flyer to advertise Digital Solutions' Annual Technology Conference to current and prospective customers.

Include the following event details:

- Digital Solutions
- 2025 Annual Technology Conference
- Friday, June 6th – Sunday, June 8th
- Hosted at the Anaheim Convention Center
- Register for the conference at www.digitalsolutions.com/techconference2025

Include the following formatting features:

- 11-inch x 8.5-inch
- Full page border
- At least one of the pictures provided is integrated into the design

Job 2: Spreadsheet with Formulas

1. Type the following in Excel starting in cell A3. Use Calibri Light for all cells.

First Name	Last Name	Assignment	Report Time	Number of Hours Scheduled
Harvey	Rosen	Registration	6:00am	3
Edna	Renick	Registration	6:00am	3
Julie	Smith	Exhibitor Showcase	1:00pm	2
Kyle	Tremblay	Exhibitor Showcase	7:00am	2
Jane	Kershaw	Keynote	8:45am	2
Layla	Shields	Exhibitor Showcase	9:00am	2
Brandon	Valentino	Keynote	1:00pm	2
Andrew	Abreu	Exhibitor Showcase	11:00am	2

2. Merge cells A1:E1 and make the title "2025 Annual Technology Conference". Format using the Title Cell Style. Change the font size to 22, bold, and center.
3. Merge cells A2:E2 and make the subtitle "Employee Assignments". Format using the Title Cell Style. Change the font size to 18 and center.
4. Format the column headings using the Heading 2 Column headings.
5. Sort by Number of Hours Scheduled and then by Last Name (ascending order for both).
6. Add and format a Total Row in row 12 with the text Total in A12 and a formula which calculates the Total Number of Hours Scheduled.
7. Create a conditional formatting in column D that applies a light green fill with dark green text to each cell with a Report Time before noon.

8. Adjust all widths so data is not truncated. Print two copies: one with formulas showing and one without.

Job 3: Memorandum

Key the following memorandum using the *Styles & Reference Manual* to Digital Solutions' department managers from Edna Renick, Administrative Support. Send a copy to the CEO of Digital Solutions and use the current date. The subject of the memorandum is the 2025 Annual Technology Conference.

It has been brought to my attention that many of our employees that joined our team within the last year are not aware of our Annual Technology Conference routines and expectations.

All employees are expected to attend our Annual Technology Conference which will be held from Friday, June 6, 2025 – Sunday, June 8, 2025. Each employee will be assigned a role in various areas during the conference including check-in, presenting, and the information booth.

As you know, this conference is where more than half of our customers come together to learn and receive training for our new, innovative software released earlier this year. Remind your department that they will represent Digital Solutions during this event, and it is important that we conduct ourselves in a professional manner throughout the entirety of the event.

Please share the attached flyer regarding the 2025 Annual Technology Conference with all employees in your respective departments. Any employees with questions regarding the 2025 Annual Technology Conference should contact Nancy Wells. Thank you and we look forward to coming together as an organization to throw the best technology conference yet!

Job 4: 2 Page Report

Key the following 2 Page Report from Edna Renick to Nancy Wells using the *Styles & Reference Manual*. The title is "Digital Solutions' 2025 Annual Technology Conference". Correct all spelling errors and use the current date.

As our Annual Technology Conference is quickly approaching, there are many events and activities we have planned for the weekend. Although this is our third year hosting the conference, there are many new offerings that will lead the event to be a true success. Regardless of whether you are a current Digital Solutions software user, or are considering some of our products, you want to be at the 2025 conference!

Educational Sessions

Over the past year, over 1,000 new software products have hit the market, but which one is right for your business? Our educational sessions will consist of information on how new software can benefit your business while also addressing sum of the concerns about integrating it. The diverse range of educational sessions will also cover the latest trends in technology, including artificial intelligence, cybersecurity, and data analytics, providing attendees with invaluable knowledge and skills.

Software Training

Digital Solutions has released updates to many of its current software offerings as well as two new customer relationship management software: BridgeX and Opportunity.1. At the conference, attendees will have a chance to participate in our hands-on product demonstrations and training, enhancing their understanding of new technologies and tools. As an attendee of the training sessions, you will receive a year-long trial of both the BridgeX and Opportunity.1 software.

Networking Opportunities

Lastly, the conferennce will provide unmatchable networking opportunities with industry experts, leading to potential partnerships and collaborations. Most of the feedback we received from last year's attendees was for more networking opporttunities. New this year will be a technology industry leader's panel with networking sessions to follow.