

ADVANCED WORD PROCESSING (210)

REGIONAL – 2017

Production

Job 1 – Letter	_____	(100 points)
Job 2 – News Release	_____	(100 points)
Job 3 – Title Page	_____	(100 points)
Job 4 – Two-Page Report	_____	(100 points)

TOTAL POINTS _____ ***(400 points)***

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

- 1. Contestant must hand in this test booklet and all printouts. 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 or facsimile (handwritten, photocopied, or keyed) are allowed in the testing area.**
- 3. Electronic devices will be monitored according to ACT standards.**

No more than ten (10) minutes orientation
No more than ninety (90) minutes testing time
No more than ten (10) minutes wrap-up

Property of Business Professionals of America.
May be reproduced only for use in the Business Professionals of America
Workplace Skills Assessment Program competition.

GENERAL INSTRUCTIONS

1. Make certain this test booklet contains Jobs 1-4.
2. Key all Jobs according to the instructions given.
3. Correct any obvious keyboarding errors and incorporate any editing notations.
4. Correct any errors in formatting. Use formatting shown in the *Style & Reference Manual*.
5. For any problem where you would normally key your reference initials, key your contestant number. Your name or initials should NOT appear on any work you submit.
6. Key your contestant number and job number as the footer in the lower left-hand corner of all work submitted unless otherwise specified.

}}}

Example: 99-9999-9999

 Job 1

}}}

7. If you finish before the end of the allotted testing time, notify the proctor. Time may be a factor in determining a winner when there is a tie score.
8. When turning in your materials, place your scoring sheet on top of your jobs. The jobs should be arranged 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—Letter

DIRECTIONS: Key the following letter. Follow the guidelines of the *Style & Reference Manual*. Use the current date and include the subject line Ergonomics in the Workplace. Make sure to include any letter parts that are missing.

Mrs. Joyce Wittman / Liberty Corporation / 5932 Liberty Avenue / Roanoke, VA 24157 / Dear Mrs. Wittman

As a business owner, you want to prevent injuries that will affect work performance. Injuries can occur due to poorly designed workstations. Common symptoms of poorly designed workstations include back pain, hand, wrist neck and/or shoulders pain. These can lead to costly injuries/disorders down the road. We have developed a list of tips that businesses such as yours can use to help prevent employee injuries. These tips include:

1. Choose the right ergonomic office chair
2. While standing, distribute body weight evenly to the front, back and sides of the feet
3. Get up and move – take a break every half hour for two minutes in order to stretch
4. Properly position desks, keyboards, and computer screens

We sell ergonomic office furniture, glare reducing computer screens, ergonomic keyboards, foot rests and other products. We also provide consulting services to assist you in determining the ergonomically correct choices for your business. Please see the enclosed document for further information.

Please contact us at your convenience to set up a free no obligation quote. I can be reached at (800) 346-3921. I look forward to hearing from you soon.

Chris Meriview / Ergonomics Specialist

Job 2—News Release

DIRECTIONS: Key the following news release in the proper format. Follow the guidelines of the *Style & Reference Manual*. It is from Nancy Wells (use the Columbus, OH address and phone number). The release date is July 1, 2017.

Professional Business Associates Promotes Good Office Ergonomics

Professional Business Associates believes in the importance of good office ergonomics. The company has just recently updated all workstations in the Columbus, Ohio, office to meet proper office ergonomics standards. Nancy Wells, Chief Executive Officer, challenged her corporate staff to oversee the updating of work stations by June 30 of this year. Updates included new ergonomic chairs, keyboarding trays, stands for computer monitors (when needed) and non-glare computer screens.

Job 3—Title Page

DIRECTIONS: Key the following title page using the following information. Follow the guidelines of the *Style & Reference Manual*.

Ergonomics in the Workplace
Advanced Word Processing
Use the current date

Job 4—Two-Page Report

DIRECTIONS: Type the following report in the correct format. Follow the guidelines of the *Style & Reference Manual*.

Chris Meriview / Joyce Wittman / Liberty Corporation / Use Current Date / Ergonomics in the Workplace

A hot topic in the office has to do with office “ergonomics”. Webster’s dictionary gives the following definition for Ergonomics: an applied science concerned with designing and arranging things people use so that the people and things interact most efficiently and safely. An office that is designed around the employee will be an office that best serves the employer. This report will choose three aspects of office ergonomics and explore them briefly.

Display Screens

A consideration when looking at display screens is glare. Products are available that will cut the glare. Lighting and placement in the workplace will make a difference in the amount of screen glare to which the worker is subjected.

Desk

The display screen and keyboard should be in locations that are correct for the worker. The keyboard needs to be adjustable at a height of about 26 inches from the floor for most workers. The display screen should be arranged so the top of the screen is even with the worker’s eye level about 20 inches away.

Chair

It is estimated that the biggest single factor in worker productivity is the chair. It should promote good posture. It should be easily adjustable, and it should support the lower back. The worker should be able to sit so their heels rest firmly on the floor.

In summary, there are more issues involved in ergonomics than what is listed above. There are many products available to promote comfort and to prevent injuries for the office worker.