



INTEGRATED OFFICE APPLICATIONS (215)

REGIONAL – 2017

Production:

Job 1: Letterhead	_____	(140 points)
Job 2: Database	_____	(170 points)
Job 3: Mail Merge Letter	_____	(130 points)
<i>TOTAL POINTS</i>	_____	<i>(440 points)</i>

Judge/Graders: Please double check and verify all scores and answer keys!

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Workplace Skills Assessment Program competition.



<i>Job 1 – Letterhead</i>	<i>Possible Points</i>	<i>Points Awarded</i>
Letterhead content enter correctly (mailability standards) 0 errors - 100 points, 1 error - 90 points, 2 errors - 70 points, 3 errors – 50 points, 4+ errors – 0 points	100	
Formatting margins	10	
Graphic placement and size	10	
Date code (correct placement)	10	
Contestant ID and Job # in footer	10	
Job 1 Total	140	
<i>Job 2 – Database</i>	<i>Possible Points</i>	<i>Points Awarded</i>
Data input correctly (mailability standards) 0 errors - 100 points, 1 error - 90 points, 2 errors - 70 points, 3 errors – 50 points, 4+ errors – 0 points	100	
Correctly formatted title	10	
Fields formatted correctly (font, field size)	10	
All fields visible with no overlapping	10	
Table printed in Landscape orientation	10	
Group by Department and sort by last name in Alphabetical Order	10	
Contestant ID and Job # in report footer	10	
Report printed landscape	10	
Job 2 Total	170	
<i>Job 3 – Mail Merge Letter</i>	<i>Possible Points</i>	<i>Points Awarded</i>
Mail merge letter formatting according to mailability standards 0 errors - 100 points, 1 error - 90 points, 2 errors - 70 points, 3 errors – 50 points, 4+ errors – 0 points	100	
Mail merge letter - merge fields printed	10	
Contestant ID and Job # in footer	10	
Mail merge letter for Faith Smith printed	10	
Job 3 Total	130	
TOTAL	440	



Job 1 – Letterhead



Professional Business Associates
5454 Cleveland Avenue
Columbus, OH 43231-4021
Phone Number: (555) 555-0216
Fax Number: (555) 555-0272
Website: www.pba.org

Current Date

Note to Graders:

- Production Standards : 0 errors – 100 points; 1 error – 90 points; 2 errors – 70 points; 3 errors – 50- points; 4 or more errors – 0 points
- Top and bottom margins of .5” and left and right margins of 1” (10 points)
- Provided logo inserted – top left corner as 1.0” x 1.31” (10 points)
- Date code inserted 2” from the top of the page. Times New Roman 12 point (10 points)
- Layout and placement may vary



Job 2 – Database - Table

Job 2 - Contestant #

5/2

Title	First Name	Last Name	Address	City	State	Postal Code	Department
Mr.	Justin	Wilson	14139 Mile Stretch Rd.	Kirkersville	DH	43033	Financial Services Department
Ms.	Melissa	Kaiser	34 Turning Leaf Court	Columbus	DH	43231	Information Technology Department
Mr.	Larsen	Jones	722 Artis Drive	Lockbourne	DH	43137	Human Resources Department
Mrs.	Tiffany	Sullivan	41 White Tail Lane	Lewistown	DH	43333	Financial Services Department
Ms.	Faith	Press	31888 New Street	Lockbourne	DH	43137	Marketing Department
Mr.	James	Austin	804 Farall Drive	Columbus	DH	43231	Administrative Support Department
Mrs.	Elizabeth	Smith	3361 Millington Road	Lewistown	DH	43333	Information Technology Department
Mr.	John	Hutchinson	2579 Kenton Road	Kirkersville	DH	43033	Marketing Department

Note to Graders:

- Any order is fine, as long as the information is correct for each person



Job 2 – Database Report

New Hires - Contestant

Administrative Support Department						
Title	First Name	Last Name	Address	City	State	Postal Code
Mr.	James	Austin	804 Farall Drive	Columbus	OH	43231

Financial Services Department						
Title	First Name	Last Name	Address	City	State	Postal Code
Mrs.	Tiffany	Sullivan	41 White Tail Lane	Lewistown	OH	43333
Mr.	Justin	Wilson	14139 Mile Stretch	Kirkersville	OH	43033

Human Resources Department						
Title	First Name	Last Name	Address	City	State	Postal Code
Mr.	Larsen	Jones	722 Artis Drive	Lockbourne	OH	43137

Information Technology Department						
Title	First Name	Last Name	Address	City	State	Postal Code
Ms.	Melissa	Kaiser	34 Turning Leaf Co	Columbus	OH	43231
Mrs.	Elizabeth	Smith	3361 Millington Ro	Lewistown	OH	43333

Marketing Department						
Title	First Name	Last Name	Address	City	State	Postal Code
Mr.	John	Hutchinson	2579 Kenton Road	Kirkersville	OH	43033
Ms.	Faith	Press	31888 New Street	Lockbourne	OH	43137

Note to Grader:

- Report Title should be New Hires – Contestant #
- Grouped by Department and Sorted by Last Name
- Contestant ID and Job # in Footer
- Printed Landscape Orientation



Job 3 – Mail Merge Letter – Merge Fields



Professional Business Associates
5454 Cleveland Avenue
Columbus, OH 43231-4021
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Fax Number: (555) 555-0272
Website: www.pba.org

Current Date

«Title» «First_Name» «Last_Name»
«Address»
«City», «State_» «Postal_Code»

Dear «Title» «Last_Name»

WELCOME TO PROFESSIONAL BUSINESS ASSOCIATES

Everyone at Professional Business Associates would like to welcome you. We are excited to have you working in the «Department». We all know you will be a valuable asset once you get settled in and used to the routine of working here.

We have attached a welcome package along with this letter, which is all the information you will need to get started, a map of our complex, and a daily schedule.

If you have any questions about your new position, feel free to ask any of us. We are all here to help you be successful.

Sincerely

Julie Smith
Human Resource Manager

Contestant #

Enclosure(s)

c Nancy Wells

Notes to Graders:

- Production Standards - 0 errors – 100 points; 1 error – 90 points; 2 errors – 70 points; 3 errors – 50 points and 4 or more errors – 0 points.
- Document with merge fields printed -- 10 points.
- Merged Letter for Faith Press (see next page) – 10 points



Professional Business Associates
5454 Cleveland Avenue
Columbus, OH 43231-4021
Phone Number: (555) 555-0216
Fax Number: (555) 555-0272
Website: www.pba.org

Current Date

Ms. Faith Press
31888 New Street
Lockbourne, OH 43137

Dear Ms. Press

WELCOME TO PROFESSIONAL BUSINESS ASSOCIATES

Everyone at Professional Business Associates would like to welcome you. We are excited to have you working in the Marketing Department. We all know you will be a valuable asset once you get settled in and used to the routine of working here.

We have attached a welcome package along with this letter, which is all the information you will need to get started, a map of our complex, and a daily schedule.

If you have any questions about your new position, feel free to ask any of us. We are all here to help you be successful.

Sincerely

Julie Smith
Human Resource Manager

Contestant #

Enclosure(s)

c Nancy Wells

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