

Contestant Number: _____

Time: _____

Rank: _____

INTEGRATED OFFICE APPLICATIONS (215) REGIONAL – 2017

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

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

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Workplace Skills Assessment Program competition

GENERAL INSTRUCTIONS

1. Make certain this test booklet contains the Jobs 1-3.
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.

<i>Example:</i>	
99-9999-9999	
Job 1	≡

7. If you finish before the end of the 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. Turn in all partial jobs completed

Production Standards	
0 Errors	100 points
1 Error	90 points
2 Errors	70 points
3 eErrors	50 points
4+ Errors	0 points

<i>Job 1 – Letterhead</i>	<i>Possible Points</i>	<i>Points Awarded</i>
Letterhead content entered 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 included with correct placement (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 inputted correctly (follows 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	
Grouped by Department and sorted 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	

Congratulations! You have been promoted to Administrative Assistant for Julie Smith in the Human Resources Department of Professional Business Associates (PBA). Ms. Smith would like you to prepare documents related to prospective hires. Please follow the guidelines in the *Style & Reference Manual* when completing the work.

Job 1: Letterhead

1. Ms. Smith has asked you to create a new letterhead for the department.
2. Include the information below (Right Aligned, Times New Roman 12 point) as well as including the PBA graphic (provided for you) in the top left corner of the document. Size the graphic to 1.0" x 1.31".
3. Use a top and bottom margin of .5" and left and right margins of 1".
4. Insert the date code 2" from the top of the page (left aligned) per the *Style & Reference Manual* guidelines.
5. Save the letterhead for use as a mail merge project in Job 3.
6. Print a copy.

Professional Business Associates

5454 Cleveland Avenue

Columbus, OH 43231-4021

Phone Number: (555) 555-0216

Fax Number: (555) 555-0272

Website: www.pba.org

Job 2: Database

Design a database to collect information on new employees. Use the following field names and formatting.

Field	Size	Format	Indexed
Title	5	Text	No
FName	30	Text	No
LName	30	Text	No
Address	70	Text	No
City	30	Text	Yes, Duplicates OK
State	4	Text	Yes, Duplicates OK
Zip	10	Text	Yes, Duplicates OK
Department	60	Text	Yes, Duplicates OK

- ✓ Create a new database.
- ✓ Save the file as Job 2-Contestant#.
- ✓ Input the data presented below into the database and save the table as Job 2 – Contestant #
- ✓ Print table in landscape orientation.
- ✓ Use the report wizard to create a report.
- ✓ Use group by department, sort in ABC order by last name, outline, landscape in the order below.
- ✓ Report title is New Hires-Contestant#.
- ✓ Adjust the fields so no items are truncated and no fields are overlapping.
- ✓ Put your contestant and Job # in the page footer.
- ✓ Print the report in landscape orientation.

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

Job 3: Mailable Letter with Placeholders & Merge

- ✓ Using the letterhead you created in Job 1 and the database you created in Job 2 to create the following business letter.
- ✓ Correct any spelling or grammatical errors.
- ✓ Include an appropriate closing.
- ✓ Use merge codes where appropriate.
- ✓ The letter is from Julie Smith, Human Resource Department Manager.
- ✓ Include the following subject line: Welcome to Professional Business Associates.
- ✓ Use the recipient's title and last name in the greeting.
- ✓ Send a copy of the letter to Nancy Wells.
- ✓ Print the letter with the merge codes displayed. This will be Job 3-1.
- ✓ Merge the letter for Faith Press only and print. This will be Job 3-2.

Everyone at professional business associates would like to welcome you. We are excited to have you working in the [insert department name here]. We all no you will be a valuable assessed 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. / Enclosure(s)