

ADMINISTRATIVE SUPPORT CONCEPTS (290)

—OPEN EVENT—

REGIONAL – 2017

DO NOT WRITE ON TEST BOOKLET

TOTAL POINTS _____ (*100 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 sixty (60) minutes testing time

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Workplace Skills Assessment Program competition.

Identify the choice that best completes the statement or answers the question.

1. Select the correct sentence from the two choices given.
 - A. Jane needs to be at the gate by June 6, 2017, to be eligible to fly.
 - B. Jane needs to be at the gate by June 6th, 2017, to be eligible to fly.

2. Select the correct sentence from the two choices given.
 - A. Mark will be performing at the carpenter center in Detroit, Michigan.
 - B. Mark will be performing at the Carpenter Center in Detroit, Michigan.

3. Select the correct sentence from the two choices given.
 - A. Did you see Alex moved to 231 Peach Basket road last month?
 - B. Did you see Alex moved to 231 Peach Basket Road last month?

4. Select the correct sentence from the two choices given.
 - A. We received a 25% discount on the total purchase of \$295.
 - B. We received a .25 percent discount on the total purchase of 295 dollars.

5. Select the correct sentence from the two choices given.
 - A. The company will be presenting the new President tomorrow at their annual meeting.
 - B. The company will be presenting the new president tomorrow at their annual meeting.

6. Select the correct spelling.
 - A. anecdote
 - B. anedote
 - C. anacdote
 - D. anacdote

7. Select the correct spelling.
 - A. recieved
 - B. received
 - C. received
 - D. receeved

8. Select the correct spelling.
 - A. abrivate
 - B. abbrivate
 - C. abreviate
 - D. abbreviate

9. Select the correct spelling.
 - A. etiquette
 - B. etiquette
 - C. etiquet
 - D. ettiquette

10. Select the correct spelling.
- A. ajustment
 - B. adjusment
 - C. ajusment
 - D. adjustment
11. The two-letter state abbreviation for Florida is _____.
- A. FA
 - B. FL
 - C. FD
 - D. FI
12. When filing, each part of a name is known as a(n) _____.
- A. placeholder
 - B. table
 - C. unit
 - D. order
13. Hyphenated names of companies with prefixes are considered _____ unit(s).
- A. one
 - B. two
 - C. three
 - D. four
14. The person in charge of a company's petty cash fund is referred to as the _____.
- A. petty cash accountant
 - B. petty cash custodian
 - C. petty fund cashier
 - D. petty fund accountant
15. When creating a business letter, the reference initials of the typist will appear _____.
- A. above the date
 - B. double space below the writer's name
 - C. double space below the complimentary closing
 - D. quadruple space below the word, enclosure notation
16. To create a list of expenditures, what type of program would assist with calculations?
- A. word processing
 - B. publishing
 - C. database
 - D. spreadsheet
17. What is 15 percent of 75?
- A. 11.25
 - B. 6.38
 - C. 63.75
 - D. 1.25

18. A personal business letter would have the following extension after the file name _____.
- A. .doc
 - B. .pub
 - C. .xlsx
 - D. .pdf
19. The delivery address on a business envelope is known as the _____ in the letter.
- A. return address
 - B. inside address
 - C. stock address
 - D. usps address
20. When in the process of writing an email and you have to save to come back later and finish, the _____ folder is where messages are kept.
- A. draft
 - B. spam
 - C. trash
 - D. inbox
21. A spreadsheet program is *most* likely to be used when wanting to create a _____.
- A. presentation
 - B. pie chart
 - C. letter
 - D. report
22. What is 6.25% of 225?
- A. 1.51875
 - B. 15.1875
 - C. 1.40625
 - D. 14.0625
23. When using mixed punctuation in a business letter, _____.
- A. place a colon after the salutation
 - B. place a semi-colon after the salutation
 - C. place a comma after the salutation
 - D. use no punctuation after the salutation
24. Samantha worked a 39.5 hour week at \$8.75/hour. Her employer withheld 5.2% of her salary for Social Security Tax and \$8.95 for Medicare. What was Samantha's take home pay?
- A. \$318.65
 - B. \$318.75
 - C. \$318.71
 - D. \$318.72

25. Ryan works at a men's uniform store. He works on sales commission. In one week, he sold a total of \$25,000 in merchandise. If Ryan makes 2% on his sales, what would his commission be for the week?
- A. \$50.00
 - B. \$5.00
 - C. \$500.00
 - D. \$5,000.00
26. Sarah went shopping for a business suit to wear for her interview. She purchased a suit for \$225.00, a shirt for \$29.99, and a pair of shoes for \$75.99. She received 30% off her shoes. What was Sarah's total purchase price?
- A. \$308.18
 - B. \$330.98
 - C. \$231.69
 - D. \$277.79
27. Depreciation calculations of a motor vehicle include _____.
- A. sale, number of months held, condition
 - B. cost, number of months held, effective life remaining
 - C. sale, number of days held, effective life remaining
 - D. cost or base value, number of days held, effective life remaining
28. The retail store placed an 80% markup of their designer merchandise. If the merchandise was first purchased for \$1,200.00, what is the total cost?
- A. \$960.00
 - B. \$2,160.00
 - C. \$965.00
 - D. \$240.00
29. To calculate simple interest, use the _____ formula.
- A. $\text{Interest} = \text{Principal} * \text{Rate}$
 - B. $\text{Interest} = \text{Principal} * \text{Rate} * \text{Time}$
 - C. $\text{Interest} = \text{Principal} * \text{Time}$
 - D. $\text{Interest} = \text{Principal} / \text{Rate} / \text{Time}$
30. It is important to take telephone messages _____.
- A. neatly
 - B. politely
 - C. accurately
 - D. all of the above
31. A board meeting's written report is called _____.
- A. charters
 - B. minutes
 - C. bylaws
 - D. manuals

32. Rules or laws established by an organization to regulate itself are called _____.
- A. bylaws
 - B. policy
 - C. matrix
 - D. corporate laws
33. KPI stands for _____.
- A. Key Production Indicator
 - B. Key Performance Index
 - C. Key Performance Indicator
 - D. Key Production Index
34. For a memorandum, reference initials are included _____.
- A. in the beginning of the document
 - B. at the end of the document
 - C. before the writer's name
 - D. in the footer
35. What symbol indicates that an email contains an attachment?
- A. Paper clip
 - B. Flag
 - C. Cloud
 - D. Asterisk
36. A typical font size for a business letter should be _____.
- A. 8
 - B. 10
 - C. 12
 - D. 14
37. A folder where names and addresses of frequently used clients are stored is the _____.
- A. Inbox
 - B. Spam
 - C. Contacts
 - D. Outbox
38. To quickly highlight a paragraph, click the left side of the mouse _____ times.
- A. two
 - B. four
 - C. one
 - D. three
39. A convenient storage device used to save documents is called a(n) _____.
- A. USB flash drive
 - B. UBS flash drive
 - C. BUS flash drive
 - D. SUB flash drive

40. First goods added to inventory and considered to be the first goods removed from inventory for sale are _____.
- A. LIFO
 - B. FIFO
 - C. LFFO
 - D. FLFO
41. How much does John have with 2 quarters, 5 dimes, 7 nickels, and 8 pennies?
- A. \$1.43
 - B. \$1.42
 - C. \$1.45
 - D. \$1.40
42. A document that has a predefined page layout, margins, fonts, and styles is known as a _____.
- A. template
 - B. cover
 - C. format
 - D. none of the above
43. When centering on a page from left to right, select
- A. horizontal center alignment
 - B. horizontal justification
 - C. vertical center alignment
 - D. vertical alignment
44. Inserting soft returns when processing documents are called _____.
- A. soft wrap
 - B. end return
 - C. word wrap
 - D. word return
45. The type of envelope used for most business letters measure $4 \frac{1}{8}$ " x $9 \frac{1}{2}$ " and is referred to as a _____ envelope.
- A. No. 4
 - B. No. 6
 - C. No. 8
 - D. No. 10
46. When composing a report in MLA style, the body is _____ spaced.
- A. triple
 - B. quadruple
 - C. double
 - D. single

47. The United States issues paper money to pay for _____.
- A. purchases
 - B. debts
 - C. taxes
 - D. all of the above
48. What are considered employment taxes?
- A. Social Security and Medicare Taxes
 - B. Federal Income Tax Withholding
 - C. Federal Unemployment Tax
 - D. all of the above
49. A _____ is a complete set of data in a database.
- A. record
 - B. form
 - C. field
 - D. report
50. The professional organization for administrative assistants in the workplace is the _____.
- A. International Society of Professionals
 - B. International Association of Administrative Professionals
 - C. Administrative Professionals Organization
 - D. Society of Administrative Assistants