

Contestant Number: \_\_\_\_\_

Time: \_\_\_\_\_

Rank: \_\_\_\_\_

# INTEGRATED OFFICE APPLICATIONS (215)

## REGIONAL – 2019

Job 1: Spreadsheet \_\_\_\_\_ (160 points)

Job 2: PowerPoint \_\_\_\_\_ (140 points)

Job 3: Letter/Table \_\_\_\_\_ (130 points)

***TOTAL POINTS*** \_\_\_\_\_ ***(430 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

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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

<b>Production Standards</b>	
0 Errors	100 points
1 Error	90 points
2 Errors	70 points
3 Errors	50 points
4+ Errors	0 points

<i><b>Job 1 – Spreadsheet</b></i>	<i><b>Possible Points</b></i>	<i><b>Points Awarded</b></i>
Data inputted correctly (follows production standards) 0 errors - 100 points, 1 error - 90 points, 2 errors - 70 points, 3 errors – 50 points, 4+ errors – 0 points	100	
Landscape Orientation (fits to one page)	10	
Column Titles formatted correctly, Wrap text for Column B title (as displayed in below)	10	
All table data is displayed	10	
Formulas visible for Total Cost	10	
Cells formatted for Currency, 2 decimal places	10	
Contestant Number and Job # in footer	10	
<b>Job 1 Total</b>	<b>160</b>	
<i><b>Job 2 – PowerPoint</b></i>	<i><b>Possible Points</b></i>	<i><b>Points Awarded</b></i>
Data inputted correctly (follows production standards) 0 errors - 100 points, 1 error - 90 points, 2 errors - 70 points, 3 errors – 50 points, 4+ errors – 0 points	100	
Correctly changed theme to Basis	10	
Fields formatted correctly (font, text size)	10	
Pictures inserted correctly	10	
Contestant Number and Job # in presentation footer	10	
<b>Job 2 Total</b>	<b>140</b>	
<i><b>Job 3 – Letter/Table</b></i>	<i><b>Possible Points</b></i>	<i><b>Points Awarded</b></i>
Letter (follows production standards) 0 errors - 100 points, 1 error - 90 points, 2 errors - 70 points, 3 errors – 50 points, 4+ errors – 0 points	100	
Table inserted in letter correctly	10	
Contestant Number and Job # in footer	10	
Letter printed	10	
<b>Job 3 Total</b>	<b>130</b>	
<b>TOTAL</b>	<b>430</b>	

You have been hired as an Administrative Assistant in charge of creating a vacation destination promotion for the customers of Professional Business Associates (PBA). Roger Meyer who is over the marketing department at PBA would like you to prepare documents for the customer promotion. Follow the *Style and Reference Manual* for formatting. Your task is to create a Spreadsheet, PowerPoint, and Letter for the customer promotion information.

## Job 1: Spreadsheet

- ✓ Mr. Meyer has asked you to create a new spreadsheet of vacation destinations
- ✓ Save the file as Job 1
- ✓ Create a blank spreadsheet and recreate the table below
- ✓ Use font style Calibri size 11
- ✓ Type the main sheet title and subtitle at the top left
- ✓ Use the style Heading 3 for the column titles of the table
- ✓ Wrap text for Column B title
- ✓ Center all column titles
- ✓ Format number cells with Currency style, 2 decimal places
- ✓ Create a formula for the total cost of each vacation package
- ✓ Make sure to put Contestant Number and Job # in the footer
- ✓ Ensure all data is visible and fits to one page
- ✓ Print the table in landscape orientation
- ✓ Print the table with Formulas showing in landscape orientation

	A	B	C	D	E	F
1	<b>Professional Business Associates</b>					
2	<b>Vacation Destinations</b>					
3						
4						
		<b>Vacation Package</b>				
5		<b>7 night stay</b>	<b>Air Fare</b>	<b>Hotel Accomodations</b>	<b>Food</b>	<b>Total Cost</b>
6		Hawaii	600	2500	1325	
7		Jamaica	700	1260	1250	
8		Virgin Islands	500	1852	1023	
9		Caribbean	600	932	900	
10		Mexico	300	1125	720	
11		Alaska	450	856	800	
12		Costa Rica	800	1589	1180	
13		Puerto Rico	750	1745	1250	

## Job 2: PowerPoint

- ✓ Create a blank presentation
- ✓ Change the theme to Basis
- ✓ Make all text – Corbel (font style)
- ✓ Change all slide titles to size of 40 pt.
- ✓ Exception on – Title slide – font size is in Slide 1 directions
- ✓ All text is to be 24pt. font
- ✓ Print in Handout View (6 Slides Horizontal)
- ✓ Save as Job 2

Slide 1- Add the title Professional Business Associates, enter and type the subtitle Customer Promotion, make it size 54 pt., delete subtitle text box, insert the picture “Vacation” drag it to the bottom center and resize to 3.55 H, 4.73 W.

Slide 2- Insert a title and content slide. Change the title to “Thank you for being a loyal customer”. Insert the bulleted list with the following text:

Bullet 1: “At PBA we appreciate your loyalty as a customer for so many years.”

Bullet 2: “PBA would like to reward our customers with a vacation package to a destination of their choice.”

Insert the picture “Thank you” position at the bottom center and distribute vertically.

Slide 3- Insert a title and content slide. Change the title to “25 Year Customers.”

Insert the following text:

“If you have been a PBA customer for 25 years, you get to choose between these two vacation destinations.”

Insert the bulleted list with the following text:

Bullet 1: “Hawaii”

Bullet 2: “Puerto Rico”

Insert the picture “Hawaii” and “Puerto Rico”, position bottom center and distribute vertically.

Slide 4- Insert a title and content slide. Change the title to “20 Year Customer.”

Insert the following text:

“If you have been a PBA customer for 20 years, you get to choose between these two vacation destinations”

Insert the bulleted list with the following text:

Bullet 1: “Costa Rica”

Bullet 2: “Virgin Islands”

Insert the pictures “Virgin Islands”, “Costa Rica”, and position bottom center and distribute vertically

Slide 5- Insert a title and content slide. Change the title to “15 Year Customers”

Insert the following text:

“If you have been a PBA customer for 15 years, you get to choose between these two vacation destinations”

Insert the bulleted list with the following text:

Bullet 1: “Jamaica”

Bullet 2: “Caribbean”

Insert pictures “Jamaica”, “Caribbean” and position bottom center and distribute vertically.

Slide 6- Insert a title and content slide. Change the title to “10 Year Customers.”

Insert the following text:

“If you have been a PBA customer for 10 years, you get to choose between these two vacation destinations.”

Insert the bulleted list with the following text:

Bullet 1: “Mexico”

Bullet 2: “Alaska”

Insert pictures “Mexico”, “Alaska” and position bottom center and distribute vertically.

Add a footer with your contestant number and job number to the handout. Apply the Basis theme to the presentation. Print the six slides in handout view, using the six slides per page printing option.

### **Job 3: Letter/Table**

- ✓ Insert Today's Date.
- ✓ Address to: Mr. Randy Smith, 3487 South Lake Dr, Cleveland, OH 44109.
- ✓ Use Mr. Smith in the greeting.
- ✓ Create a table in the body of the letter with the information from Job 2 based on the years as a customer and their vacation destinations.
- ✓ Include an appropriate closing.
- ✓ The letter is from Roger Meyer, Marketing Department.
- ✓ Use Contestant Number as reference initials.
- ✓ Print the letter.
- ✓ Save as Job 3.

Body of the Letter:

Professional Business Associates appreciates your loyalty as a customer for so many years. As a valued customer, we would like to take this opportunity to reward you with a vacation package to a destination of your choice.

Listed below are the years that we will reward a vacation to and the vacation destinations of choice based on the years of customer loyalty you have given PBA.

We will be holding a customer appreciation reception in your honor on Saturday, June 1, 2019, at Professional Business Associates, 5454 Cleveland Avenue, Columbus, OH 43231-4021. You will receive your travel voucher with Sunrise Travel Agency and an informal presentation on the travel destination you have been awarded.

If you have any questions, please contact me at 614-895-7277.