ADVANCED WORD PROCESSING
(210)

Regional – 2020

Job 1: Memorandum   _____ (100 points)

Job 2: Table Print 1   _____ (100 points)

       Table Print 2   _____ (20 points)

Job 3: Speech   _____ (100 points)

TOTAL POINTS   _____ *(320 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

GENERAL INSTRUCTIONS

1. Ensure this test booklet contains Jobs 1-3.

2. Key all jobs according to the instructions provided.

3. Correct any and all formatting, spelling or grammar errors. Use the formatting guide in the **Professional Business Associates Style & Reference Manual.**

4. In places you normally use your reference initials, use your contestant number.
    Your name or initials should **NOT** appear on any work you submit. Key your contestant number and job number in the footer in the lower left corner of **all** work submitted unless specified otherwise.

    SAMPLE:

    > Footer
    >
    > 11-2222-3333
    > JOB 1

5. **IMPORTANT NOTE:** If you complete the event before the end of the time allotted, notify the proctor immediately. Time could be considered a factor in determining a winner when there is a tie score in this event.

6. Place scoring sheet on top of the jobs. Jobs should be 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 – Memorandum

Using the information provided and the *Style & Reference Manual*, prepare a memorandum from Roger Meyer, Marketing Department, to the department heads (Tom Carlson, Julie Smith, and Edna Renick, and Harvey Rosen). The subject of the memorandum is 2020 IT Certifications. Be sure to CC the Chief Executive Officer. Use the current date for the memo.

Copy:
As you are all aware, we are preparing for our annual celbration. We would like to make sure that we recognize each of our team members who has earned an IT Certification during the past year. This has been part of our internal campaign to ensure we are the best prepared technology company in our industry. As you know, earning IT Certifications has helped to increase the knowlege we have to offer our clients.

I have attached a form for each of you to distribute to your team members in order to get the appropriate count of certified employees for our upcoming celebration. I am requesting that each of you either personally contact each member in your respective departments or forward the attached form for them to complete. Please have the information gathered and returned to me by next Friday.

If any of your team members have any questions, please let me know; I will be more than happy to answer them. Thank you for your time and quick attention to this. It is necessary to appropriately recognize our members.

Job 2 – Table with Borders

Use the instructions, information provided (on next page), and the *Style & Reference Manual* to prepare a table with borders.
- Please prepare the table in landscape format.
- Left align column headings.
- Correct any and all spelling or grammar errors.
- Sort the table as follows:
  - Department, ascending
  - Last Name, ascending
- Insert a total line at the bottom of the table. Use a formula to include totals for the following:
  - Total Certifications Held
  - Gift Value
- Autofit the contents to the window.
- Be sure to check the Style & Reference Manual for all formatting procedures.
- Printout 1: print table showing results
- Printout 2: print table showing formulas

Table Title: IT CERTIFICATIONS
Table Subtitle: 2020 Annual Celebration

First Name	Last Nme	Departmet	Most Recent IT Certification	Total Certifications Held	Gift Value
Janna	Thomas	Marketing	Google Certified Professional Cloud Architect	2	1,000
Todd	Barns	Human Resources	MOS: PowerPoint	3	1,500
Matt	Moffit	Financial Services	MOS: Excel Advanced	1	500
Sandy	Martin	Information Technology	CISM - Certified Information Security Manager	4	2,000
Edna	Rennick	Administrative Support	MOS: Access	3	1,500
Lori	Wehr	Administrative Support	MOS: Word Advanced	2	1,000
Brad	Rothe	Financial Services	MOS: Excel Advanced	3	1,500
Greg	Miller	Information Technology	AWS Certified Developer	2	1,000
Misty	Kauffman	Information Technology	Google Certified Professional Cloud Architect	3	1,500
Ryan	Rogers	Mareting	MOS: Word Advanced	2	1,000
Angie	Wellman	Human Resources	MOS: PowerPoint	4	2,000

Print the table in normal view.
Toggle field codes to display fields and print the table again.

Job 3 – Speech

Key the following using the *Style & Reference Manual*. Please type the following rough draft of the speech that Roger Meyer will give at the Professional Business Associates annual celebration. His presentation at the celebration is to introduce and give the awards for all employees who have earned IT Certifications during the past year. Please correct any spelling errors you find in his writing.

When you have finished typing the speech,
- Please include a watermark: diagonal **DRAFT** that will be left in the speech until Roger reviews the typed speech approves it as his final copy.

Speech

Title: IT Certifications

According to Certiport and their recent survey of employers worldwide, "As the world moves to a global economy with easier movement of employees and increased competition, there is a technology skills gap that can be felt in almost every country." As most of you know, we at Professional Business Associates have seen this as well. In order to keep with the demands of the industry and to continue to provide our clients with the best trained profesionals, we offered the opportunity for our employees to earn certifications through Certiport.

Every year the top-paying IT certifications reflect shifting values and tech trends. We had 15 employees take advantage of the program and earn certifications in several of the top 10 list this year. All honorees will receive a gift for each of the certificates they earned. In a moment we will recognize each of them. When your name is called, proceed to the stage.