



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)
<i>TOTAL POINTS</i>	_____	<i>(320 points)</i>

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

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MEMORANDUM

Job 1 - Memorandum

(DS)

TO: Tom Carlson, Julie Smith, Edna Renick, and Harvey Rosen

(DS)

FROM: Roger Meyer, Marketing Department

(DS)

CC: Nancy Wells, CEO (or Chief Executive Officer)

(DS)

DATE: (Current Date – Long Format – October 25, 2020)

(DS)

SUBJECT: 2020 IT Certifications

(DS)

Check for spelling errors:
celebration & knowledge
(words in yellow)

As you are all aware, we are preparing for our annual **celebration**. 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 **knowledge** 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.

Contestant #

Attachment

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

Contestant #

Job 1



IT CERTIFICATIONS
(DS)
2020 Annual Celebration
(QS)

Job 2 – Table – Print 1

Check for spelling errors:
Name, Department & Marketing
(words in yellow)

First Name	Last Name	Department	Most Recent IT Certification	Total Certifications Held	Gift Value
Edna	Rennick	Administrative Support	MOS: Access	3	\$1,500.00
Lori	Wehr	Administrative Support	MOS: Word Advanced	2	1,000.00
Matt	Moffit	Financial Services	MOS: Excel Advanced	1	500.00
Brad	Rothe	Financial Services	MOS: Excel Advanced	3	1,500.00
Todd	Barns	Human Resources	MOS: PowerPoint	3	1,500.00
Angie	Wellman	Human Resources	MOS: PowerPoint	4	2,000.00
Misty	Kauffman	Information Technology	Google Certified Professional Cloud Architect	3	1,500.00
Sandy	Martin	Information Technology	CISM - Certified Information Security Manager	4	2,000.00
Greg	Miller	Information Technology	AWS Certified Developer	2	1,000.00
Ryan	Rogers	Marketing	MOS: Word Advanced	2	1,000.00
Janna	Thomas	Marketing	Google Certified Professional Cloud Architect	2	1,000.00
Total				29	\$14,500.00



IT CERTIFICATIONS
2020 Annual Celebration

Job 2 – Table –
Print 2 - Formulas

First Name	Last Name	Department	Most Recent IT Certification	Total Certifications Held	Gift Value
Edna	Rennick	Administrative Support	MOS: Access	3	\$1,500.00
Lori	Wehr	Administrative Support	MOS: Word Advanced	2	1,000.00
Matt	Moffit	Financial Services	MOS: Excel Advanced	1	500.00
Brad	Rothe	Financial Services	MOS: Excel Advanced	3	1,500.00
Todd	Barns	Human Resources	MOS: PowerPoint	3	1,500.00
Angie	Wellman	Human Resources	MOS: PowerPoint	4	2,000.00
Misty	Kauffman	Information Technology	Google Certified Professional Cloud Architect	3	1,500.00
Sandy	Martin	Information Technology	CISM - Certified Information Security Manager	4	2,000.00
Greg	Miller	Information Technology	AWS Certified Developer	2	1,000.00
Ryan	Rogers	Marketing	MOS: Word Advanced	2	1,000.00
Janna	Thomas	Marketing	Google Certified Professional Cloud Architect	2	1,000.00
Total				29	\$14,500.00

Contestant #
Job 2



IT CERTIFICATIONS

(DS)

Professional Business Associates Annual Celebration

(QS)

Job 3 – Speech

Check for spelling errors:
Name, Celebration &
Professionals
(words in yellow)

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 professionals, 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

Either “10” or “ten” is acceptable

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.