Contestant Number: _____

Time: _____

Rank: _____

INTEGRATED OFFICE APPLICATIONS

(215)

REGIONAL – 2020

Job 1: Spreadsheet   _____ (160 points)

Job 2: PowerPoint   _____ (170 points)

Job 3: Memo/Chart   _____ (140 points)

TOTAL POINTS   _____ *(470 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. 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 <u>all</u> work submitted unless otherwise specified.

Example:
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 Errors	50 points
4+ Errors	0 points

Job 1 – Spreadsheet	Possible Points	Points Awarded
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 (All data fits to one page)	10	
Column Titles formatted correctly in A1 & A2	10	
Column Titles formatted correctly in A3	10	
Correct Formula visible for Remaining Hours	10	
Correct Formula visible for Percentage of Hours Remaining	10	
Contestant Number and Job # in footer	10	
Job 1 Total	**160**	
Job 2 – PowerPoint	Possible Points	Points Awarded
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 Quotable	10	
Font Style Franklin Gothic applied	10	
Volunteering image placed on Title Slide Master	10	
Insert filtered spreadsheet and High Five image correctly on slide 2	10	
Insert images correctly on slides 3 and 5	10	
Printed in Handout View (6 Slides Horizontal)	10	
Contestant Number and Job # in presentation footer	10	
Job 2 Total	**170**	
Job 3 – Memo/Table	Possible Points	Points Awarded
Memo (follows production standards) 0 errors - 100 points, 1 error - 90 points, 2 errors - 70 points, 3 errors – 50 points, 4+ errors – 0 points	100	
Create and format Pie Chart correctly	10	
Pie Chart inserted in letter correctly	10	
Contestant Number and Job # in footer	10	
Memo printed	10	
Job 3 Total	**140**	
TOTAL	**470**	

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

1. Ms. Lambert has asked you to create a new spreadsheet to track employees volunteer hours
2. Save the file as Job 1
3. Create a blank spreadsheet and recreate the table shown in the photo below
4. Use font style Calibri size 12 for all cells
5. Group Title in cell A1
    a. Use Title Style for Cell A1 bolded
    b. Merge Al – H1, Left Align the Cell
6. Goal in Cell A2
    a. Use Heading Style 1
    b. Merge A2 – H2, Left Align the Cell
7. Goal Hours in Cell A3:
    a. Use Heading Style 2
8. Use the style Heading 4 for the column titles of the table
9. Center all column titles and wrap text
10. Format columns A-H with a 15pt width
11. Create a formula for the Remaining Hours in Column G that show how many hours are left or zero if all 25 hours have been completed.
12. Create a formula for the Percentage of Hours Remaining in Column H.
13. Format Column H for Percentage with zero decimal places.
14. Make sure to put Contestant Number and Job # in the footer
15. Ensure all data is visible and fits to one page
16. Print the table in landscape orientation
17. Print the table with Formulas showing in landscape orientation

	GROUP : Professional Business Assosicates						
1							
2	**GOAL : New Employee Volunteer Hours 2020-2021**						
3	**Goal Hours**	**25**					
4							
5	**FIRST NAME**	**LAST NAME**	**Employee ID**	**CLAIMED HOURS**	**VERIFIED HOURS**	**APPROVED HOURS**	**REMAINING HOURS**	**Percentage of Hours Remaining**
6	Zach	Morgan	23309	38	38	38		
7	Avyay	Levy	23411	19	19	19		
8	Diego	DeLaRosa	23442	19.5	19.5	19.5		
9	Noah	Comenat	23449	15	15	15		
10	Abigail	Ranney	23930	18.5	17.5	17.5		
11	Nicholas	Bilic	27492	21.5	21.5	21.5		
12	Pat	Huff	35521	15	15	15		
13	Mihir	Kanaujia	37261	62	62	62		
14	Ethan	Bambi	38752	27.5	27.5	27.5		
15	Shishir	Maza	39103	63.5	63.5	63.5		
16	Julia	Pitts	43223	15	15	15		
17	Snehal	Burnt	45949	9	9	9		
18	Meghana	Jones	48392	18	18	18		
19	Ethan	Thomas	49092	17	15.5	17		
20	Luke	Skarnulis	49202	15	15	15		
21	Justin	Song	49202	21	21	21		
22	Nikith	Rachaveti	49422	6.5	6.5	6.5		
23	Brooke	Ingle	63322	28	28	28		
24	Maeve	Jones	70455	3.5	3.5	3.5		
25	Nicolas	Jones	77543	13	9	9		
26	Jolene	Patel	78372	6	6	6		
27	Luka	Barker	83672	14.5	13.5	13.5		
28	Casey	Madisetty	89330	18.5	17	17		
29	Sai Tanuj	Pingili	94202	19	19	19		
30	Suhas	Sanchez	99282	15	15	15		

Job 2: PowerPoint

- ✓ Create a blank presentation
- ✓ Change the theme to Quotable
- ✓ Make all text – Franklin Gothic (font style)
- ✓ Print in Handout View (6 Slides Horizontal)
- ✓ Save as Job 2

Slide 1- Add the title Professional Business Associates, enter and type the subtitle Volunteer Hours Report, make the subtitle font size 18 pt. bold, replace the green shape with the picture "Volunteering" on the Title Slide Master.

Slide 2- Insert a title and two content slide. Change the title to "New Employee Volunteer Hours". Remove the bulleted list and add the following text:

"The following Professional Business Associates New Employees completed all 25 hours of community service within the first 6 months of employment:"

Filter the data in the spreadsheet to include only those employees who have met the 25 hour goal, sort by Approved Hours with the highest at the top. Copy and paste just the name and Approved Hours columns under the text above.
Insert the picture "High Five" in the right placeholder, adjust size as needed.

Slide 3- Insert a title and content slide. Change the title to "Benefits of Volunteering:"
Insert the following text as a bulleted list:
Bullet 1: "4 Ways To Feel Healthier And Happier:
Bullet 2: Volunteering connects you to others
Bullet 3: Volunteering is good for your mind and body
Bullet 4: Volunteering can advance your career
Bullet 5: Volunteering brings fun and fulfillment to your life."
Insert the picture "food panty" as the slide background with 75% transparency.
Change the bulleted list font size to 32 and indent bullets 2-5.

Slide 4- Insert a title and content slide. Change the title to ""Volunteer Places"
Insert the bulleted list with the following text with font size 28:
Bullet 1: "Our new employees volunteered at the following places:"
For the rest of the bullets, change the font size to 24 and indent them.
Bullet 2: "Habit for Humanity
Bullet 3: Feed America
Bullet 4: Animal Shelter
Bullet 5: Local Food Pantry
Bullet 6: Trash Pickup
Bullet 7: Make A Wish"

Slide 5- Insert a title and content slide. Change the title to "Proposal"
Insert the bulleted list with the following text:
Bullet 1: "Expand the program for all departments to complete 25 hours of community service this upcoming 2021.
Bullet 2: Employees can volunteer anyplace they see fit but are encouraged to volunteer in groups.
Bullet 3: Employees that volunteer in groups can receive extra vacation days in order to work together."
Insert picture "Heart" as the background image with no transparency and hiding background graphics.

Slide 6- Insert a title and content slide. Change the title to "Why Expand The Volunteer Program?"
Insert the following as bulleted text font size 24:
"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: "Creating a culture of volunteerism within your company doesn't just help others, it also helps your organization, new research finds."
Bullet 2: "A study from Deloitte revealed that employers who encourage and promote volunteering boost morale, workplace atmosphere and brand perception."
Indent the next line twice, and change the font size to 14
Insert the following citation text: "Brooks, Chad. "Want a Better Workplace? Encourage Employees to Volunteer." Business News Daily. 12 June 2017. 13 Apr. 2020
<https://www.businessnewsdaily.com/10007-encourage-employee-volunteer-work.html>."

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

Job 3: Memo with Chart

- ✓ Insert Today's Date.
- ✓ Subject Line: Company Volunteer Program
- ✓ Address to: Nancy Wells, include her title
- ✓ From: Roger Meyer, include his title
- ✓ Create a Pie Chart on a new sheet using the Last Names and approved hours column information. Make the chart have no title, and the labels should be shown as best fit. This chart will be used in the Memo below.
- ✓ Include an appropriate closing.
- ✓ Use Contestant Number as reference initials.
- ✓ Print the Memo.
- ✓ Save as Job 3.

Body of the Memo:
Please let me know your thoughts on this memo before it is drafted for all Professional Business Associates emplyees.

We would like to anounce that the Employee Volunteer Program is being expandded to all departments. The reasoning behind expanding the program deals with all the research that has gone into studying what happens when you volunteeer. A study from Deloitte revealed that employers who encourage and promote volunteering boost morale, workplace atmosphere and brand perception. Brooks, Chad. "Want a Better Workplace? Encourage Employees to Volunteer." Business News Daily. 12 June 2017. 13 Apr. 2020 <https://www.businessnewsdaily.com/10007-encourage-employee-volunteer-work.html>.

<<Insert PIE Chart HERE (RESIZE AS NEEDED) >>

The goal for next year will be to expand the program for all departments to complete 25 hours of community service this upcoming 2021. Employees can volunteer anyplace they see fit but are encouraged to volunteer in groups. Employees that volunteer in groups can receive extra vacation days in order to work together.