

# ADVANCED WORD PROCESSING (210)

## REGIONAL – 2016

Job 1: Letter	_____	(100 points)
Job 2: Table	_____	(100 points)
Job 3: Memo	_____	(100 points)
Job 4: Report	_____	(100 points)
<b><i>TOTAL POINTS</i></b>	_____	<b><i>(400 points)</i></b>

**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 90 minutes testing time

No more than ten (10) minutes wrap-up

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*Workplace Skills Assessment Program* competition.

## General Instructions

You are working as an administrative assistant at Professional Business Associates (PBA), floating amongst departments as needed. Currently you are on the project team for planning PBA's National Convention. Correct errors in spelling and word usage.

1. Make certain this test booklet contains Jobs 1-4.
2. For any job where you would 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 as a footer in the left hand corner of all work submitted.**
3. If you finish before the end of the testing time, notify the administrator of the contest. Time may be a factor in determining the winner in the event of a tie.
4. When turning in your completed work, place your Scoring Sheet on top of all of your jobs. The jobs should be arranged in numerical order. Turn in all partial jobs.

### Production Standards:

<b>0 errors</b>	<b>100 points</b>
<b>1 error</b>	<b>90 points</b>
<b>2 errors</b>	<b>70 points</b>
<b>3+ errors</b>	<b>0 points</b>

## Job 1—Letter

Key the letter below from Julie Smith, Human Resources Manager, according to the *Style & Reference Manual*.

1. Use the current date.
  2. Correct any typographical or spelling errors.
  3. Address the letter to Mr. Bill Belichick, New England Patriots, One Patriot Place, Foxborough, MA 02035-1388.
  4. Add the subject: keynote speaker invitation.
- 

You have led and inspired the New England Patriots to multiple Super Bowl trips, through tough wins and even tougher losses. The Professional Business Associates' National Convention is about professional development opportunities for staff to reach their potential. We would be honored if you would accept this invitation to inspire our staff with the keynote address at the opening ceremony on May 5<sup>th</sup>, 2016, in Boston.

Professional Business Associates (~~PBA~~) is a leading organization of software development and sells software, hardware, and services. The enclosed brochures will tell you more about our mission and goals.

The National Convention is a culmination of regional and state conventions offering learning opportunities and competitive events based on national standards fore employees to showcase skills and improve knowledge. Our theme this year is Believe.

Please let me know if you are able to accept this invitation. Your response by December 15<sup>th</sup> would be greatly appreciated.

Sincerely

## Job 2—Table with Borders

Key the information below in a table with borders according to the *Style & Reference Manual*.  
Correct any spelling or grammatical errors.

Platinum Corporate Sponsor  
2  
\$20,000.00

Gold Corporate Sponsor  
5  
25,000.00

Silver Corporate Sponsor  
11  
22,000.00

Bronze Corporate Sponsor  
14  
14,000.00

Exhibitors  
17  
8,500.00

Program Booklet Special Messages  
43  
860.00

1. Use the column headings Category, Quantity, and Projected Amount.
2. Center column headings and split the column C heading onto two lines.
3. Autofit the column widths.
4. Add a total row and insert formulas to calculate the total of each column.
5. Add the title 2016 National Convention Advertising.
6. Add a subtitle of today's date.
7. Find/Replace sponsor with partner in bold format
8. Print the main document and merge field code text.

### Job 3—Memo with Inserted Table

Key the memo below to Nancy Wells, CEO, according to the *Style & Reference Manual*.

1. It is from Julie Smith, Human Resources Manager.
2. Send a copy to Harvey Rosen, Financial Services Manager.
3. Use the current date.
4. Correct any spelling or grammatical errors.
5. The subject is national convention advertising update.
6. Insert the table from Job 2 where marked.

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Prior partners

Marketing efforts are well underway for the 2016 National Convention. ~~Past sponsors and exhibitors~~ were mailed information about the event, the website was updated to include application forms, and promotional materials were sent to prospective companies. Following is the current status of these efforts:

**[Insert the table from Job 2 here]**

A complete list of the companies is attached. Let me know if you have any questions.

## Job 4—Report

Key the report below by Tom Carlson according to BPA style and writing guidelines.

1. The report is to Nancy Wells, CEO.
2. Use today's date.
3. Correct any spelling or grammatical errors.
4. Title the report National Convention Technology.
5. Use a numbered list for the five steps taken.

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Every year the National Convention presents opportunities for and challenges with meeting technology needs. This report will address the needs, progress in meeting the needs, and concerns.

### Assessment Procedures

The following steps were taken to assess technology needs for this year's convention:

Each competition was reviewed for software and hardware to be provided.

The quantity of contestants per competition in which equipment will be provided was calculated.

The room size of each competition was reviewed for occupancy and space restrictions to calculate the maximum number of devices to allocate to each room.

Each learning session was reviewed for software and hardware needs.

Exhibitor requests for additional technology needs were reviewed and calculated.

### Technology Needs

A total of 257 laptops with Office 2010 (running Windows 7 or 8), five laptops with Windows 8 running Office 2013, three projection units, and 52 flash drives are needed in 14 rooms for competitions. In addition, 15 projection units will be needed for the learning breakout sessions, and five overhead jumbo projection screens will be needed for the awards ceremony.



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Job 3: Memo	_____	(100 points)
Job 4: Report	_____	(100 points)
<b><i>TOTAL POINTS</i></b>	_____	<b><i>(400 points)</i></b>

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

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<b>2 errors</b>	<b>70 points</b>
<b>3+ errors</b>	<b>0 points</b>





**Job 1—Letter Key**

Current Date

Mr. Bill Belichick  
New England Patriots  
One Patriot Place  
Foxborough, MA 02035-1388

Dear Mr. Belichick

**KEYNOTE SPEAKER INVITATION**

You have led and inspired the New England Patriots to multiple Super Bowl trips, through tough wins and even tougher losses. The Professional Business Associates' National Convention is about professional development opportunities for staff to reach their potential. We would be honored if you would accept this invitation to inspire our staff with the keynote address at the opening ceremony on May 5, 2016, in Boston.

Professional Business Associates (PBA) is a leading organization of software development and sells software, hardware, and services. The enclosed brochures will tell you more about our mission and goals.

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Please let me know if you are able to accept this invitation. Your response by December 15 would be greatly appreciated.

Sincerely

Julie Smith  
Human Resources Manager

Contestant #

Enclosures

Contestant #

Job #

**Job 1 – Letter**

0 errors = 100 points

1 error = 90 points

2 errors = 70 points

3+ errors = 0 points

**Job 2 – Table**

0 errors = 100 points

1 error = 90 points

2 errors = 70 points

3+ errors = 0 points

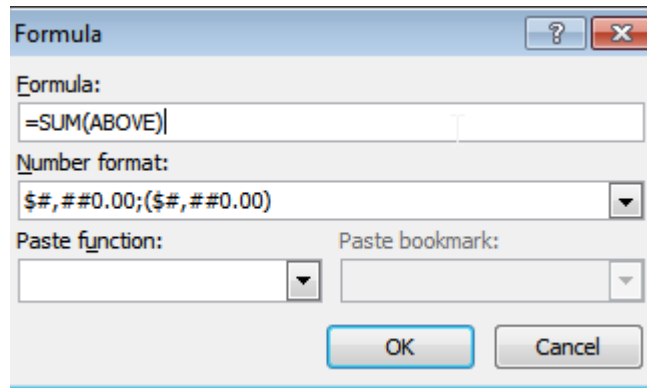


### 2016 NATIONAL CONVENTION ADVERTISING

#### Current Date

Category	Quantity	Projected Amount
Platinum Corporate Partner	2	\$20,000.00
Gold Corporate Partner	5	25,000.00
Silver Corporate Partner	11	22,000.00
Bronze Corporate Partner	14	14,000.00
Exhibitors	17	8,500.00
Program Booklet Special Messages	43	860.00
<b>Total</b>	<b>92</b>	<b>\$90,360.00</b>

Make sure that the contestant prints out a copy showing the field codes for the totals and one showing the values. The codes should be =SUM(ABOVE) and should show formatting “\$#,##0.00”.





**JOB 3—Memo with Table Key**

**MEMORANDUM**

**TO:** Nancy Wells, CEO  
**FROM:** Julie Smith, Human Resources Manager  
**CC:** Harvey Rosen, Financial Services Manager  
**DATE:** Current Date  
**SUBJECT:** National Convention Advertising Update

**Job 3 – Memo**  
0 errors = 100 points  
1 error = 90 points  
2 errors = 70 points  
3+ errors = 0 points

Marketing efforts are well underway for the 2016 National Convention. Prior partners were mailed information about the event, the website was updated to include application forms, and promotional materials were sent to prospective companies. Following is the current status of these efforts:

**2016 NATIONAL CONVENTION ADVERTISING**

**Current Date**

**NOTE:**  
Score the  
table  
separate  
from the  
memo.

<b>Category</b>	<b>Quantity</b>	<b>Projected Amount</b>
Platinum Corporate Partner	2	\$20,000.00
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Exhibitors	17	8,500.00
Program Booklet Special Messages	43	860.00
<b>Total</b>	<b>92</b>	<b>\$90,360.00</b>

A complete list of the companies is attached. Let me know if you have any questions.

Contestant #

Attachment

Contestant #  
Job #



**JOB 4—Report Key**

Tom Carlson

Nancy Wells

Chief Executive Officer

<b>Job 4 – Report</b>
0 errors = 100 points
1 error = 90 points
2 errors = 70 points
3+ errors = 0 points

Carlson 1

Current Date (military style: day month year)

National Convention Technology

Every year the National Convention presents opportunities for and challenges with meeting technology needs. This report will address the needs, progress in meeting the needs, and concerns.

Assessment Procedures

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3. The room size of each competition was reviewed for occupancy and space restrictions to calculate the maximum number of devices to allocate to each room.
4. Each learning session was reviewed for software and hardware needs.
5. Exhibitor requests for additional technology needs were reviewed and calculated.

Technology Needs

A total of 257 laptops with Office 2010 (running Windows 7 or 8), 5 laptops with Windows 8 running Office 2013, 3 projection units, and 52 flash drives are needed in 14 rooms for competitions. In addition, 15 projection units will be needed for the learning breakout sessions, and 5 overhead jumbo projection screens will be needed for the awards ceremony.