(200) Fundamental Word Processing

Description
Evaluate entry-level skills in keyboarding and document production.

Eligibility
Secondary student members who have completed one year (or less) of keyboarding and/or word processing and are *not* enrolled in the second year.

Post-secondary student members who have completed one semester (or less) of keyboarding and/or word processing and are *not* enrolled in the second semester.

This event may *not* be repeated or entered by a student member who has previously competed in Secondary/Post-Secondary Keyboarding, Fundamental Word Processing, Intermediate Word Processing or Advanced Word Processing. Contestants may compete in only one of the following events each year: Fundamental Word Processing, Intermediate Word Processing, or Advanced Word Processing.

Contestant must supply
Sharpened No. 2 pencils, pens
Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines**.** Contestants who violate this rule will be *disqualified*.
Published and/or unpublished non-electronic written reference materials

> **Business Professionals of America assumes no responsibility for hardware/software provided by the contestant. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

Competencies
- Apply beginning-level keyboarding and document formatting skills to produce business documents
- Demonstrate basic knowledge of word processing software functions
- Format and key letters, memos, tables, columns, and reports
- Revise, edit, and spell-check documents
- Use paragraph formatting, tab settings, and text enhancements (e.g., bold, italics, underline)
- Use electronic and hard copy references to assist in preparing documents (e.g., help screens, spell-check, thesaurus, reference manual, dictionary)

Equipment/supplies provided
Computer, printer, and paper
Software as designated for this event

Method of evaluation
Application

Length of event
No more than ten (10) minutes orientation
No more than sixty (60) minutes testing time
No more than ten (10) minutes wrap-up

Entries
Each state is allowed five (5) entries