

# ADVANCED WORD PROCESSING (22)

## Regional– 2008

Authored by MarySue Kuykendall

**TOTAL POINTS** \_\_\_\_\_ (500)

***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 actual testing time  
No more than ten (10) minutes wrap-up

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*Workplace Skills Assessment Program* competition.

## GENERAL INSTRUCTIONS

1. Make certain this test booklet contains Jobs 1-5.
2. Correct all errors. Copy is graded according to production standards.
3. 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 in the lower left-hand corner of a footer on all documents.**
4. 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.
5. 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.

**Job 1- MEMORANDUM**

Directions: Key this memo to Howard Carlisle from Roger Meyer. Use the current date. Supply an appropriate subject.

It looks like investments in Ruidoso are becoming increasingly available. Yesterday, I received these listings from my realtor, Karen Peterson, who works in the Ruidoso area. Since you are looking for property there, I thought I would pass these on to you.

Enjoy Ruidoso skiing! This new two-bedroom apartment complex is less than five minutes from Ski Apache. Each apartment has a full kitchen and spacious bedrooms. The property is located at 448 Summit Drive, Ruidoso. The owner is asking \$150,000.

The next listing is a wooded two-acre site just six miles from Ruidoso. The location makes it ideal for building condominiums. The owner is asking \$50,000 for the property and is willing to finance a portion of the selling price at a low rate of interest.

Our final listing is a rustic three-bedroom home near the newly opened Broken Arrow Ski Resort. The asking price is unbelievable!

If any of these sound like they might be worthy of further investigation, just give me a call, and I will give you Karen's telephone number.

## **Job 2- LETTER**

**Directions** Key the following letter to Mrs. Doris Fleming, Business Education Department, Eastern New Mexico University, Portales, NM 88130 from Julie Smith, Human Resources Department. Use the current date. Send a copy to Edna Renick.

Stephen Johnston, one of your former students, is applying for the position of administrative assistant in our Information Technology Department. Stephen has listed you as one of his references. Would you please respond to as many of the following questions as possible.

1. How long have you known Stephen?
2. Does he work well with others?
3. Is he flexible? Dependable? Honest?
4. Does he seek additional responsibilities beyond what is normally expected of him?
5. Is his work accurate and precise?
6. Does he complete his work in a reasonable amount of time?

Thank you, Mrs. Fleming, for any information you can give us regarding Stephen.

**Job 3- TABLE**

**Directions:** Key the following table without border gridlines according to Professional Business Associates' standards. Center the titles and double-space the body.

Title: Hagerman High School Craft Fair

Subtitle: Net Profit

<u>Project</u>	<u>Units Sold</u>	<u>Unit Price</u>	<u>Profit</u>
Woven place mat	36	1.42	51.12
Wooden napkin ring	28	1.05	29.40
Linen napkin	16	.87	13.92
Art candle	11	2.36	25.96
Wooden cheese board	7	10.29	72.03
Raku pot	15	6.08	91.20
Coffee mug	9	1.54	13.86
Small bowl	17	2.19	37.23
Large bowl	6	5.76	34.56
Teapot	4	10.51	<u>42.04</u>
Total			\$411.32

**Job 4- SIGN**

**Directions:** Format the following and correct any errors. Use Word Art and text enhancements to make this an easy-to-read, attractive sign that will be placed in the break room.

TABLE OF EXCUSES  
(Anonymous)

I'm waiting for an okay.  
That's the way we've  
always done it.  
No one told me to go ahead.  
I forgot.  
I didn't think it was very  
important  
I'm so busy, I just can't  
get around to it.  
A committee is  
considering it.  
I thought I told you.  
That's not my job.

### **Job 5- REPORT**

**Directions:** Format the following information into report format. The title is: "Guidelines & Procedures for Handling Purchases". It goes to All Data Entry Clerks from Harvey Rosen, Manager of the Financial Services Department. Use the current date.

#### Purchase Requisition

The purchasing department is often responsible for buying goods, supplies, and equipment. By centralizing the buying in one department, quantity discounts can often be realized. When someone from another department wishes to purchase items, a purchase requisition must be completed and sent to the purchasing department.

#### Request for Quotation

When the purchasing department has received a purchase requisition, it may be necessary to get current prices or to compare prices between two suppliers to buy the goods at the lowest price. The purchasing department sends a *request for quotation* to suppliers. The request for quotation is not an order.

#### Purchase Order

When goods or services are purchased, the buyer sends a purchase order to a supplier who sells the products listed on the purchase requisition. The purchase order must be carefully completed. Before typing a purchase order, check the arithmetic. Multiply the QUANTITY times UNIT PRICE to find the TOTAL. Then, check the final total.

#### Invoice

When goods or services are sold, the seller prepares a bill or an invoice. An invoice is prepared for each purchase order that is received. It bills the buyer for exactly the same items which are ordered on the purchase order. Before you type an invoice, always check to see that the figures are correct.



# ADVANCED WORD PROCESSING SKILLS (22)

Regional – 2008

**TOTAL POINTS** \_\_\_\_\_ (500)

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***Judges/Graders:***

Please double-check and verify all scores!

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### GENERAL INSTRUCTIONS

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2. Correct all spelling errors. Copy is graded on production standards.
3. For any problem 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 lower left-hand corner of all work submitted.**
4. If you finish before the end of the testing time, notify the proctor. Time may be a factor in determining the winner in the event of a tie.
5. When turning in your contest, the jobs should be arranged in numeric order.

Production Standards:

0 errors = 100 points

1 error = 90 points

2 errors = 70 points

3+ errors = 0 points



**MEMORANDUM**

**TO:** Howard Carlisle

**FROM:** Roger Meyer

**DATE:** Current date

**SUBJECT:** Real Estate in Ruidoso **(Grader Note: Subject Line will vary)**

It looks like investments in Ruidoso are becoming increasingly available. Yesterday, I received these listings from my realtor, Karen Peterson, who works in the Ruidoso area. Since you are looking for property there, I thought I would pass these on to you.

Enjoy Ruidoso skiing! This new two-bedroom apartment complex is less than five minutes from Ski Apache. Each apartment has a full kitchen and spacious bedrooms. The property is located at 448 Summit Drive, Ruidoso. The owner is asking \$150,000.

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Our final listing is a rustic three-bedroom home near the newly opened Broken Arrow Ski Resort. The asking price is unbelievable!

If any of these sound like they might be worthy of further investigation, just give me a call, and I will give you Karen's telephone number.

Contestant #

Contestant #  
Job 1

Graders: This is a footer and must be on all printouts as specified in the contest instructions. Exclusion of all or part counts as one error.



Current date

Mrs. Doris Fleming  
Business Education Department  
Eastern New Mexico University  
Portales, NM 88130

Dear Mrs. Fleming

Stephen Johnston, one of your former students, is applying for the position of administrative assistant in our Information Technology Department. Stephen has listed you as one of his references. Would you please respond to as many of the following questions as possible?

1. How long have you known Stephen?
2. Does he work well with others?
3. Is he flexible? Dependable? Honest?
4. Does he seek additional responsibilities beyond what is normally expected of him?
5. Is his work accurate and precise?
6. Does he complete his work in a reasonable amount of time?

Thank you, Mrs. Fleming, for any information you can give us regarding Stephen.

Sincerely

Julie Smith  
Human Resources Department

Contestant #

c Edna Renick

Contestant #  
Job 2

Graders: This is a footer and must be on all printouts as specified in the contest instructions. Exclusion of all or part counts as one error.



**Job 3- KEY**

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**HAGERMAN HIGH SCHOOL CRAFT FAIR**

**Net Profit**

<u>Project</u>	<u>Units Sold</u>	<u>Unit Price</u>	<u>Profit</u>
Woven place mat	36	1.42	51.12
Wooden napkin ring	28	1.05	29.40
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Large bowl	6	5.76	34.56
Teapot	4	10.51	<u>42.04</u>
<b>Total</b>			<b>\$411.32</b>

**NOTE TO GRADER: Column headings may either be centered or blocked over columns**

Graders: This is a footer and must be on all printouts as specified in the contest instructions. Exclusion of all or part counts as one error.

Contestant #  
Job 3



Job 4- KEY (NOTE: STYLES WILL VARY)

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# TABLE OF EXCUSES

**I'm waiting for an okay.**

That's the way we've always done it.

No one told me to go ahead.

**I FORGOT.**

**I didn't think it was very important.**

*I'm so busy, I just can't get around to it.*

A COMMITTEE IS CONSIDERING IT.

**I THOUGHT I TOLD  
YOU.**

*That's not my job.*

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Contestant #  
Job 4

Job 5- KEY

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Harvey Rosen

All Data Entry Clerks

Financial Services Department

Current date (dd/mm/yyyy)

**Guidelines and Procedures for Handling Purchases**

Purchase Requisition

The purchasing department is often responsible for buying goods, supplies, and equipment. By centralizing the buying in one department, quantity discounts can often be realized. When someone from another department wishes to purchase items, a purchase requisition must be completed and sent to the purchasing department.

Request For Quotation

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Invoice

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Contestant #  
Job 5

Graders: This is a footer and must be on all printouts as specified in the contest instructions. Exclusion of all or part counts as one error.