

Member ID: _____

Time: _____

Rank: _____



INTERMEDIATE WORD PROCESSING (205)

REGIONAL 2022

Production:

Job 1: Memorandum with table _____ (100 points)

Job 2: News Release _____ (100 points)

Job 3: Table _____ (100 points)

TOTAL POINTS _____ (300 points)

Test Time: 60 minutes

GENERAL GUIDELINES:

Failure to adhere to any of the following rules will result in disqualification:

1. Member must hand in this test booklet and all printouts if any. 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 (handwritten, photocopied, or keyed) are allowed in the testing area.
3. Electronic devices will be monitored according to ACT standards.

EXAM GUIDELINES:

1. Ensure this test booklet contains Jobs 1, 2, and 3.
2. Key all jobs according to the instructions given.
3. Correct any and all formatting, spelling or grammar errors. Use the formatting guide in the *Style & Reference Manual*.
4. Your name or initials should *not* appear on any work you submit. Use your Member ID in any occasion you would normally key your reference initials.
5. In the lower **right** hand corner of ALL work submitted (unless otherwise specified), key your Member ID and job number.
6. If you complete the event before the end of the time allotted, notify the proctor. Time may be considered a factor in determining a winner when there is a tie score.
7. Place your scoring sheet on top of your jobs. Jobs should be placed in numerical order.

PRODUCTION STANDARDS	
0 Errors	100 Points
1 Error	90 Points
2 Errors	70 Points
3 Errors	50 Points
4+ Errors	0 Points

Job 1: Memorandum with table

Key the following information as a memorandum with a table using the *Style & Reference Manual*. Correct any spelling and punctuation errors you find.

This memorandum should be sent from Julie Smith to Nancy Wells, CEO. The subject of the memorandum should be open/vacant positions. The memorandum should be cc to all other department heads. Job descriptions will be enclosed with this memorandum. The date of the memorandum is October 6 of the current year.

The body of the memorandum shall read as follows:

Recently after our explosion of new clients and services to our customers, it has been clear, that we are in need of additional personel in each department. These open or vacant positions will help us better support our current and potential new clients. It is up to each deparemntn lead to verify that the correct positions are posted on our job posting section of our website.

Attached are job descriptions for each of the open positions. Please review and consider making any changes you feel necessary. These changes will be presented to Human Resources and considered in a revision prior to the hiring process. The below positions are open and should be verified.

Department	Position Vacant	Number of Vacancies
Financial Services	Data Entry Clerk	1
	Accounting Clerk	1
	Spreadsheet Specialist	3
	Financial Analyst	2
Information Technology	Administrative Assistant	1
	Programmmmer	2
	Software Enginer	2
	Digital Media	5
	Website Developer	5
Human Resources	Information Processing Asstistant	1
	Management Assistant	1
	Payroll Specialist	1
	Wellness Coodrinator	1
	HR Assistant	1
	Administrative Assistant	2
	Insurance Benefits Clerk	2
	Marketing	Website Liaison
	Management Assistant	2
	Research Assistant	1
	Desktop Publisher	2
	Graphic Design Assistant	1
	Information Processing Assistant	1

Administrative Support	Computer Applications Specialist	1
	Legal Research Assistant	1
	Administrative Assistant	1
	Management Assistant	1
	Desktop Publishing Assistant	1

After reviewing the open positions, verifying job postings on our website, you may begin the interview process of fulfilling the positions. Please contact Human Resources with any questions regarding hiring protocols and processes.

Job 2: News Release

Key the following information as a news release using the *Style & Reference Manual*. Correct any spelling and punctuation errors you find.

This news release from Nancy Wells will be released on October 15 of the current year. The title will be Digital Solutions Seeks Qualified Personnel.

The body of the News Release will be as follows:

Digital Solutions is seeking highly qualified individuals with work experience in a variety of backgrounds. These individuals should not only have a strong work ethic, but drive to meet high expectations set by talented supervisors and managers. There are numerous openings within all departments. These job postings can be found on our job portal page of our website.

This expansion is a result of increased accounts and client services that Digital Solutions is experiencing. These services include software, training, web development, and many other digital services. Digital Solutions is an equal opportunity employer and provides competitive compensation packages for new hires after their trial period. More details can be found on our website.

Job 3: Table

Key the following information as a table with borders using the *Style & Reference Manual*. Correct any spelling and punctuation errors you find.

The title for this table should read, Generated Revenue from New Clients. The table was created by the Marketing Department of Digital Solutions.

Table Column Headers are: Client Name, Phone Number, E-Mail Address, Potential Revenue Generated (two lines).

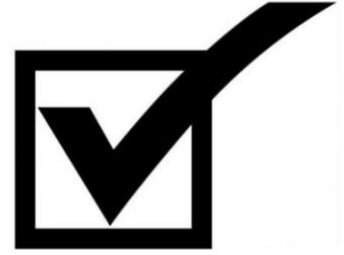
Below is the content for the table. Use this information to complete the table.

Sandra Richardson	765-555-5262	srichardson@att.net	\$125,000
P.T. Wally	317-455-2563	pwally@gmail.com	\$125,650
Xavier Sanchez	919-879-6497	xsanchez@yahoo.com	\$300,200
Phil West	212-458-8754	philwest@customsolutions.com	\$452,750
Dominque Healy	610-526-3214	Dominqueh1@xfinity.com	\$100,560
Carlos Garcia	909-588-5556	Carlos.garcia@marriott.com	\$195,450

Finally, calculate the total and provide it on the last line of the table. Be sure to label the row with a header of Total Revenue Generated. Merge the cells in the first 3 columns of the last row as one cell.



**BUSINESS
PROFESSIONALS**
of **AMERICA**
Giving Purpose to Potential



INTERMEDIATE WORD PROCESSING

(205)

REGIONAL 2022

Production:

Job 1: Memorandum with table	_____	(100 points)
Job 2: News Release	_____	(100 points)
Job 3: Table	_____	(100 points)
TOTAL POINTS	_____	(300 points)

Test Time: 60 minutes

GENERAL GUIDELINES:

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0 Errors	100 Points
1 Error	90 Points
2 Errors	70 Points
3 Errors	50 Points
4+ Errors	0 Points

Job 1: Memorandum with table

The following information should be keyed as a memorandum with a table using the *Style & Reference Manual*. Spelling and punctuation errors are bold and underline for the grader.

MEMORANDUM

TO: Nancy Wells, CEO or Chief Executive Officer

FROM: Julie Smith, Human Resources

CC: Harvey Rosen, Tom Carlson, Roger Meyer, and Edna Renick

DATE: October 6, 20XX (Use Current Year)

SUBJECT: Open/Vacant Positions

Recently after our explosion of new clients and services to our customers, it has been clear, that we are in need of additional **personnel** in each department. These open or vacant positions will help us better support our current and potential new clients. It is up to each **department** lead to verify that the correct positions are posted on our job posting section of our website.

Attached are job descriptions for each of the open positions. Please review and consider making any changes you feel necessary. These changes will be presented to Human Resources and considered in a revision prior to the hiring process. The below positions are open and should be verified.

Department	Position Vacant	Number of Vacancies
Financial Services	Data Entry Clerk	1
	Accounting Clerk	1
	Spreadsheet Specialist	3
	Financial Analyst	2
Information Technology	Administrative Assistant	1
	<u>Programmer</u>	2
	Software <u>Engineer</u>	2
	Digital Media	5
	Website Developer	5
Human Resources	Information Processing <u>Assistant</u>	1
	Management Assistant	1
	Payroll Specialist	1
	Wellness <u>Coordinator</u>	1
	HR Assistant	1
	Administrative Assistant	2
	Insurance Benefits Clerk	2
Marketing	Website Liaison	1
	Management Assistant	2
	Research Assistant	1
	Desktop Publisher	2
	Graphic Design Assistant	1
Administrative Support	Information Processing Assistant	1
	Computer Applications Specialist	1

INTERMEDIATE WORD PROCESSING

REGIONAL KEY 2022

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	Legal Research Assistant	1
	Administrative Assistant	1
	Management Assistant	1
	Desktop Publishing Assistant	1

After reviewing the open positions, verifying job postings on our website, you may begin the interview process of fulfilling the positions. Please contact Human Resources with any questions regarding hiring protocols and processes.

XX (Member ID)

Enclosures

Member ID

Job # 1

Job 2: News Release

The following information should be keyed as a news release with a table using the *Style & Reference Manual*. Spelling and punctuation errors are bold and underline for the grader.

NEWS RELEASE

From Nancy Wells
700 Morse Road, Suite 201
Columbus, OH 43214
614-555-5555

Release October 15, 20XX (Use Current Year)

DIGITAL SOLUTIONS SEEKS QUALIFIED PERSONNEL

Digital Solutions is seeking highly qualified individuals with work experience in a variety of backgrounds. These individuals should not only have a strong work ethic, but drive to meet high expectations set by talented supervisors and managers. There are numerous openings within all departments. These job postings can be found on our job portal page of our website.

This expansion is a result of increased accounts and client services that Digital Solutions is experiencing. These services include software, training, web development, and many other digital services. Digital Solutions is an equal opportunity employer and provides competitive compensation packages for new hires after their trial period. More details can be found on our website.

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Member ID
Job # 2

Job 3: Table

The following information should be keyed as a table with borders using the *Style & Reference Manual*. Spelling and punctuation errors are bold and underline for the grader.

GENERATED REVENUE FROM NEW CLIENTS

Marketing Department

Client Name	Phone Number	E-Mail Address	Potential Revenue Generated
Sandra Richardson	765-555-5262	srichardson@att.net	\$125,000.00
P.T. Wally	317-455-2563	pwally@gmail.com	125,650.00
Xavier Sanchez	919-879-6497	xsanchez@yahoo.com	300,200.00
Phil West	212-458-8754	philwest@customsolutions.com	452,750.00
Dominque Healy	610-526-3214	Dominqueh1@xfinity.com	100,560.00
Carlos Garcia	909-588-5556	Carlos.garcia@marriott.com	195,450.00
Total Revenue Generated			\$1,299,610.00

Member ID
Job # 3