

Contestant Number: _____

Time: _____

Rank: _____



ADVANCED WORD PROCESSING

(210)

REGIONAL 2022

Production:

Job 1: Agenda _____ (100 points)

Job 2: Speech _____ (100 points)

Job 3: Table with Formulas _____ (100 points)

TOTAL POINTS _____ (300 points)

Test Time: 90 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: Agenda

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

A meeting of Digital Solutions will held on Friday, January 15 of the current year. This Board of Directors meeting will be scheduled at 1 p.m. in the 15th floor, Meeting Room D.

The meeting will be called to order by Nancy Wells, Chief Executive Officer. Following the meeting called to order, the official roll call will take place by Secretary, Julie Smith. Julie will then read the official minutes for approval.

The treasurer report will be given by Roger Meyer.

The following committees will report (chairs of the committees will be provide the report): Financial Policy and Procedures Manual (Harvey Rosen), Training and Development (Tom Carlson), and Partnerships (Edna Renick).

An update on the Corporat Social, Community Fundraser, and Annual Holiday Event were left over and need to be discussed at this meeting.

New action items in this meeting will include: HVAC renovation, lobby furntiture, and staff parking.

The next meeting will occur in one week from this meeting. Please provide the date and time.

Job 2: Speech

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

Julie Smith will be giving a speech titled, “Working with the Younger You” in a seminar coming up next month.

In today’s workplace, it is easy to say that it is hard to work with younger employees or colleagues. Overwhelming data tells us that the younger generation will be so much harder to work with when they enter the workforce. However, is that true? SO many of us have forgettn what it was like to start off young in a career that we barely felt trained for, let alone, ready. Think about the time you walked into your first job. Where you nervous? Did you know everything? Of course, you were nrvous, and if you knew everything, you are just kidding yourself.

Today, it is more important for use “seasoned” employees to reach out and consider being a vital part in these younger colleagues lives. Serving as a mentor can be a rewarding experience. Allowing yourself to get to know this new generation of workers will have a deep impact on your learning and development of new skills or even ideas. In exchange, you have the opportunity to mold them into the great employees you have have become today. This is a wonderful exchange of multi-generational skills that will allow our company to become a beacon of light in service development.

This summer Digital Solutions will be launching its new mentor program called Working with the Younger You. This program will develop training and seminar workshops that will enable our employees to learn from each other and strive for excellent in their roles in our company. I look forward to the development of this program and the launch. More details will be coming soon on our internal employee website. I want to thank Tom Carlson in advance for the content delievery that his team is putting together. Finally, I look forward to seeing you all sign-up for this great oportunity, and helping Digital Solutions provide a great solution to a multi-generation work gap in our company. Questions regarding the program can be directly to Edna Rnick in the Administrative Support Department.

Job 3: Table with Formulas

Key the following information as a table using the *Style & Reference Manual*. Correct any spelling and punctuation errors you find. Be sure to include your formula page when submitting the job.

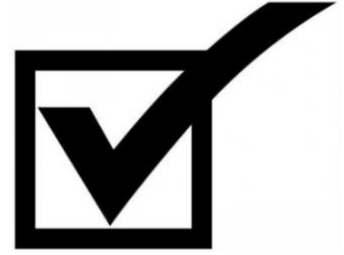
The information below is from Harvey Rosen, be sure to use his department as the subtitle. The title of this table is Payroll Register.

Social Security is 6.2% of the gross wage. Medicare is 1.45% of the gross wage. All deductions added together will give the Total Deduction amount. Remember total deductions are subtracted from the gross wage to find the net wage.

Name	Allowances	Gross Wages	Income Tax	Social Security	Medicare	Other	Total Deductions	Net Wages
Gains	1	\$468.29	\$43.00			\$82.12		
Brown	0	\$389.92	\$43.00			\$56.45		
Roxi	3	\$578.21	\$20.00			\$31.51		
Devon	6	\$459.65	\$0.00			\$75.21		
Pressor	2	\$358.76	\$18.00			\$48.22		



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



ADVANCED WORD PROCESSING (210)

REGIONAL 2022

Production:

Job 1: Agenda	_____	(100 points)
Job 2: Speech	_____	(100 points)
Job 3: Table with Formulas	_____	(100 points)
TOTAL POINTS	_____	(300 points)

Test Time: 90 minutes

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Job 1: Agenda

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

DIGITAL SOLUTIONS

Agenda

Regular Meeting of Board of Directors

Friday, January 15, 20XX, 1 p.m.

Meeting Room D, 15th Floor

1. Call to Order—Nancy Wells, Chief Executive Officer
2. Roll Call—Julie Smith, **Secretary**
3. Reading of the Minutes—Julie Smith, **Secretary**
4. **Treasurer's** Report—Roger Meyer
5. Committee Reports
 - Financial Policy and Procedures Manual—Harvey Rosen
 - Training and Development—Tom Carlson
 - Partnerships—Edna Renick
6. Unfinished Business
 - Corporate** Social
 - Community **Fundraiser**
 - Annual Holiday
7. New Business
 - HVAC Renovation
 - Lobby **Furniture**
 - Staff Parking
8. January 22, 20XX at 1 p.m.
9. Adjournment

Member ID Job #1

Job 2: Speech

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

DIGITAL SOLUTIONS

Working with the Younger You

In today's workplace, it is easy to say that it is hard to work with younger employees or colleagues. **Overwhelming** data tells us that the younger generation will be so much harder to work with when they enter the workforce. However, is that true? SO many of us have **forgotten** what it was like to start off young in a career that we barely felt trained for, let alone, ready. Think about the time you walked into your first job. Where you nervous? Did you know everything? Of course, you were **nervous**, and if you knew everything, you are just kidding yourself.

Today, it is more important for **us** "seasoned" employees to reach out and consider being a vital part in these younger **colleagues'** lives. Serving as a mentor can be a rewarding

experience. Allowing yourself to get to know this new generation of workers will have a deep impact on your learning and development of new skills or even ideas. In exchange, you have the opportunity to mold them into the great employees you have have become today. This is a wonderful exchange of multi-generational skills that will allow our company to become a beacon of light in service development.

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multi-generation work gap in our company. Questions regarding the program can be directly to

Edna **Renick** in the Administrative Support Department.

Member ID
Job #2

Job 3: Table with Formulas

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

PAYROLL REGISTER

Financial Services Department

<u>Name</u>	<u>Allowances</u>	<u>Gross Wages</u>	<u>Income Tax</u>	<u>Social Security</u>	<u>Medicare</u>	<u>Other</u>	<u>Total Deductions</u>	<u>Net Wages</u>
Gains	1	\$468.29	\$43.00	\$29.03	\$6.79	\$82.12	\$160.94	\$307.35
Brown	0	389.92	43.00	24.18	5.65	56.45	129.28	260.64
Roxi	3	578.21	20.00	35.85	8.38	31.51	95.74	482.47
Devon	6	459.65	0.00	28.50	6.66	75.21	110.37	349.28
Pressor	2	358.76	18.00	22.24	5.20	48.22	93.66	265.10

Grader Note: The table should be centered horizontally and vertically.

Formulas: Social Security = C2*0.062, Medicare = C2*.0145, Total Deductions =SUM(D2:G2), and Net Wages =C2-H2

Member ID
Job #3