(210) Advanced Word Processing

Description

Evaluate advanced-level skills in word processing and document production. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all members passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MOS Word 2019 Expert and upon passing the exam, members will be awarded 100 points to their final score. All persons planning to take a certification test MUST register with Certiport (www.certiport.com) before attending NLC to create their Certiport profile. Members must include their BPA member ID in their Certiport profile when they register online. For more information on the exam, visit: http://www.certiport.com

Eligibility

Any Secondary division student member may enter this event. Student members may compete in only one of the following events each year: Fundamental Word Processing, Intermediate Word Processing, or Advanced Word Processing. This event may be repeated.

Member must supply

Sharpened No. 2 pencils, pens

Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Members who violate this rule will be *disqualified*.

Published and/or unpublished non-electronic written reference materials

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Business Professionals of America assumes no responsibility for hardware/software provided by the member.

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 advanced-level word processing skills to produce business documents
- Demonstrate comprehensive knowledge of word processing software functions
- Apply company guidelines instead of default setting according to the *Style & Reference Manual*
- Format letters, memos, reports, agendas, itineraries, labels, minutes, news releases, outlines, speeches, table of contents, and works cited documents
- Proofread and correct documents using edited copy
- Create tables with mathematical computations

- Generate a mail merge using variable data
- Insert graphics and special characters in documents
- Format and enter text in columns
- Use of fields in documents
- Use of advanced headers and footers
- Enhance documents using features such as leader tabs, shading, lines, borders, and graphic tools
- Use electronic and hard copy references to assist in preparing documents (e.g., help screens, spell-check, thesaurus, user's manual, dictionary)

Method of evaluation

Application - *Reference materials are allowed.*

Certification test taken per conference schedule at NLC

Length of event

No more than ten (10) minutes orientation
No more than ninety (90) minutes testing time
No more than ten (10) minutes wrap-up

No more than fifty (50) minutes for certification test

Entries

Each state is allowed five (5) entries

Equipment/supplies provided

Computer, printer, and paper
Software as designated for this event