

# ADVANCED WORD PROCESSING SKILLS (22)

## Regional – 2013



### Production

- Job 1 – Letter \_\_\_\_\_ (100 points)
- Job 2 – Report \_\_\_\_\_ (100 points)
- Job 3 – Table \_\_\_\_\_ (100 points)
- Job 4 – Speech \_\_\_\_\_ (100 points)

**TOTAL POINTS** \_\_\_\_\_ **(400 points)**

**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 BPS 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*

**Property of Business Professionals of America  
May be re produced only for uses in the Business Professionals of America  
Workplace Skills Assessment Program competition.**

### GENERAL INSTRUCTIONS

1. Make certain this test booklet contains Jobs 1-4.
2. Copy is graded on production standards found in the Style Manual.
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 the footer in the lower left-hand corner of all work submitted**

Example:      99-9999-9999  
                    Job 1

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 materials, place your scoring sheet on top of your jobs. The jobs should be arranged in numerical order.

<b>PRODUCTION STANDARDS</b>	
<b>0 Errors</b>	<b>100 points</b>
<b>1 error</b>	<b>90 points</b>
<b>2 errors</b>	<b>70 points</b>
<b>3 errors</b>	<b>0 points</b>

## **Job 1-Letter**

**DIRECTIONS:** Key the following business letter from Samuel Robertson, Senior Financial Consultant, following Professional Business Associates format. Use the current date for the document. The letter is to be sent to Dr. James Weston, Eastside Law School, 3232 Monroe Avenue, New York, NY 10032. The subject is: Common Stock. Please send a copy to Mr. Lawson Williams.

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We have received from the transfer agent the 200-share certificate of Lincoln Industries common stock which was donated to your institution by Mr. and Mrs. Lawson Williams.

You indicated that you would like to sell the shares. We will be in a position to proceed with the sale as soon as our Legal Office receives the Resolution stipulating who is authorized to act in such matters for your institution. We will also need a stock Power of Attorney signed and notarized by an authorized person.

Please complete the enclosed form and return to me.

## Job 2-Report

**Directions:** Please key and format the following report. The report is written by Alan Marshall and is for Ginger Alstead, Advertising Department. Please use the Style and Reference Manual for this report for Professional Business Associates. The title is: DESIGNING A BETTER BROCHURE

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Business Professionals of America has been looking for a new design for the upcoming conference in Orlando, Florida. This brochure would be available to all chapters nationwide in order to advertise the conference.

The design of the brochure must indicate all the amenities that are offered at this conference as well as the competitive events. We need a new, clean design.

Designing this brochure is not an easy task. It is one that can easily be translated from English, into several languages including Spanish, French and German. Therefore, it is imperative that all the information is exact, especially when translated into another language.

The brochure must also spotlight the Workplace Competitive Events and scholarships that can be available. It must also highlight the workshops, keynote speaker and, of course, the ending dance and awards ceremony.

Also, included in this brochure should be the available dates, times and places to take the SAT exams, for those who are missing it in the home state. We must also focus on administrating the Industrial Certifications and the Microsoft MOUS certifications.

The brochure must be available to send to all State advisors so that they can distribute to the regions and their chapters. The brochure should be available to send within a short time span.

Advertising this way should give a great deal of exposure to the conference at the local, State and National level. The National office has an agreement with a local printing organization that will be publishing the brochure.

**JOB 3 – TABLE**

**Directions:** Key a table with borders using Professional Business Associates format. The title is: Professional Business Associates. The subtitle is: Salary Schedule. Please use landscape orientation. Sort the entries by salary in ascending order. Please use a formula to calculate the average salary. The bottom row should be formatted as shown below (merged cells & aligned right).

Print the table with **and** without the codes.

Name	Address	City	State	Zip Code	Salary
Ms. Elizabeth Arnold	600 North Canfield Drive	Cincinnati	OH	45202	\$76,000
Ms. Suzette Brentwood	98 Clayborn Court	Cincinnati	OH	45202	\$92,000
Mr. Lucas Lowhorn	5966 West Eaglewood Court	Columbus	OH	45356	\$45,000
Mr. Philip Abernathy	5990 Sweet Cider Drive	Columbus	OH	45356	\$102,000
Ms. Lisa Gomez	5870 Eastbrook Lane	Dayton	OH	45356	\$56,000
Mr. Ted McLaughlin	900 Lanton Lane	Indianapolis	IN	46256	\$67,000
Mr. Jonathan Drifter	29778 Orangewood Lane	Indianapolis	IN	46256	\$74,000
Ms. Argentine Romalaude	3921 Philadelphia Blvd.	Muncie	IN	46206	\$89,000
Mr. Jeffrey Snyder	18909 Washington Road	Seymour	IN	46779	\$72,000
<b>Average Salary</b>					

**Job 4 – SPEECH**

**Directions:** Key a speech using Professional Business Associates format. The title is: Business Professionals of America. The subtitle is: National Leadership Conference.

During the first week of May students from all over the nation will be traveling to Orlando, Florida for the National Leadership Conference. These students have undergone rigorous testing and training to gain the right to compete at the national level. The students will compete in the areas of Administrative Support, Management, Marketing and Human Resources, Finance, and Information Technology.

Students are also able to participate in Torch Awards, Leadership Training, and a BPA Special Event. Congratulations to all those who are competing and are running for national offices.



# ADVANCED WORD PROCESSING (22)



## Key

### Regional - 2013

- Job 1 - Letter \_\_\_\_\_ (100 points)
  - Job 2 - Report \_\_\_\_\_ (100 points)
  - Job 3 - Table \_\_\_\_\_ (100 points)
  - Job 4 - Speech \_\_\_\_\_ (100 points)
- TOTAL Points** \_\_\_\_\_ (400 points)

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

1. *Contestant must hand in this test booklet and all printouts.*
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.*

Nor more than ten (10) minutes orientation  
No more than 90 minutes actual testing time  
Nor more than ten (10) minutes wrap-up

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**Key your contestant number and job number as footer in the lower left-hand corner of all work submitted.**

Example: 00-9999-9999  
Job 1

4. If you finish before the end of the testing time, notify the proctor. Time maybe a factor in determining the winner in the event of a tie.
5. When turning 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

**NOTE: If a student corrects a mistake but the answer key is wrong, the student should not be marked wrong. Please accept either way**

**Footer should contain contestant number and job number. If all or part is missing count as one error.**



**Job 1—Letter**

0 Errors = 100  
1 Error = 90  
2 Errors = 70  
3+ Errors = 0

Current Date

Dr. James Weston  
Eastside Law School  
3232 Monroe Avenue  
New York, NY 10032

**COMMON STOCK**

Dear Dr. Weston

We have received from the transfer agent the 200-share certificate of Lincoln Industries common stock which was donated to your institution by Mr. and Mrs. Lawson Williams.

You indicated that you would like to sell the shares. We will be in a position to proceed with the sale as soon as our Legal Office receives the Resolution stipulating who is authorized to act in such matters for your institution. We will also need a stock Power of Attorney signed and notarized by an authorized person.

Please complete the enclosed form and return to me.

Sincerely yours

Samuel T. Robertson  
Senior Financial Consultant

Contestant Number

Enclosure

c Mr. Lawson Williams

Contestant Number  
Job #

Footer should contain contestant number and job number. If all or part is missing count as one error.





Marshall 1

Alan Marshall

Ginger Alstead

Advertising Department

Current Date (military style)

<p><b>Job 2—Report</b></p> <p>0 Errors = 100 1 Error = 90 2 Errors = 70 3+ Errors = 0</p>
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### Designing a Better Brochure

Business Professionals of America has been looking for a new design for the upcoming conference in Orlando, Florida. This brochure would be available to all chapters nationwide in order to advertise the conference.

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The brochure must be available to send to all State advisors so that they can distribute to the regions and their chapters. The brochure should be available to send within a short time span.

Footer should contain contestant number and job number. If all or part is missing count as one error.

Contestant Number  
Job #



Marshall 2

Advertising this way should give a great deal of exposure to the conference at the local, State and National level. The National office has an agreement with a local printing organization that will be publishing the brochure.

Footer should contain contestant number and job number. If all or part is missing count as one error.



Contestant Number  
Job #



**Job 3—Table**

0 Errors = 100  
 1 Error = 90  
 2 Errors = 70  
 3+ Errors = 0

Name	Address	City	State	Zip Code	Salary
Mr. Lucas Lowhorn	5966 West Eaglewood Court	Columbus	OH	45356	\$45,000
Ms. Lisa Gomez	5870 Eastbrook Lane	Dayton	OH	45356	\$56,000
Mr. Ted McLaughlin	900 Lanton Lane	Indianapolis	IN	46256	\$67,000
Mr. Jeffrey Snyder	18909 Washington Road	Seymour	IN	46779	\$72,000
Mr. Jonathan Drifter	29778 Orangewood Lane	Indianapolis	IN	46256	\$74,000
Ms. Elizabeth Arnold	600 North Canfield Drive	Cincinnati	OH	45202	\$76,000
Ms. Argentine Romalaude	3921 Philadelphia Blvd.	Muncie	IN	46206	\$89,000
Ms. Suzette Brentwood	98 Clayborn Court	Cincinnati	OH	45202	\$92,000
Mr. Phillip Abemathy	5990 Sweet Cider Drive	Columbus	OH	45356	\$102,000
<b>Average Salary</b>					<b>\$74,778</b>

**Note to Grader:**

- Landscape Orientation
- Average Salary Row should be merged & aligned right (except for last cell)
- Sort Ascending by Salary

Footer should contain contestant number and job number. If all or part is missing count as one error.



Name	Address	City	State	Zip Code	Salary
Ms. Elizabeth Arnold	600 North Canfield Drive	Cincinnati	OH	45202	\$76,000
Ms. Suzette Brentwood	98 Clayborn Court	Cincinnati	OH	45202	\$92,000
Mr. Lucas Lowhorn	5966 West Eaglewood Court	Columbus	OH	43256	\$45,000
Mr. Phillip Abernathy	5990 Sweet Cider Drive	Columbus	OH	43256	\$102,000
Mrs. Lisa Gomez	5870 Eastbrook Lane	Dayton	OH	45356	\$56,000
Mr. Ted McLaughlin	900 Lanton Lane	Indianapolis	IN	46256	\$67,000
Mr. Jonathan Drifter	29778 Orangewood Lane	Indianapolis	IN	46256	\$74,000
Mrs. Argentine Romalaude	3921 Philadelphia Blvd.	Muncie	IN	46206	\$89,000
Mr. Jeffrey Snyder	18909 Washington Road	Seymour	IN	46779	\$72,000
Average Salary					{=AVERAGE(ABOVE)}

Note to Grader:

- There should be a printout that shows the 'code' for the formula. Count as one error if there is not a printout showing the code **OR** if the code is incorrect.



**BUSINESS PROFESSIONALS OF AMERICA**  
**National Leadership Conference**

**Job 4—Speech**

0 Errors = 100  
1 Error = 90  
2 Errors = 70  
3+ Errors = 0

During the first week of May students from all over the nation will be traveling to Orlando, Florida for the National Leadership Conference. These students have undergone rigorous testing and training to gain the right to compete at the national level. The students will compete in the areas of Administrative Support, Management, Marketing and Human Resources, Finance, and Information Technology.

Students are also able to participate in Torch Awards, Leadership Training, and a BPA Special Event. Congratulations to all those who are competing and are running for national offices.

Footer should contain contestant number and job number. If all or part is missing count as one error.

Contestant Number  
Job #