DESKTOP PUBLISHING (24)
REGIONAL 2013

CONTESTANT ID# _____ START TIME _____ END TIME _____

Submission of Test   ___(25 pts.)

Job 1 - Flyer   ___(100 pts.)

Job 2 - Calendar   ___(100 pts.)

Job 3 - Program   ___(100 pts.)

TOTAL POINTS   _____**(325 pts.)**

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 10 minutes orientation
No more than 90 minutes actual testing time
No more than 10 minutes wrap-up

GENERAL INSTRUCTIONS

1. Make certain this test booklet contains Jobs 1-3.

2. Correct all errors. Copy will be graded on accuracy, creativity, originality, adherence to design principles such as: contrast, emphasis, visual hierarchy, flow and overall appearance.

3. Software templates may be used, but creativity points may be reduced.

4. Only the graphics provided may be used. You may, however, use Word Art, lines, shapes, and/or AutoShapes. In addition, you may modify the graphics supplied.

5. Using a text box, include your contestant number and job number in the lower left-hand corner of <u>all</u> work submitted in the format shown in the example below.

    Ex: 99-9999-9999
    Job 1

6. If you finish before the end of the testing time, notify the administrator. Time may be a factor in determining the winner in the event of a tie.

7. Be sure to print in black and white only. **Printing in color will result in disqualification.**

8. When turning in your completed work, arrange your printouts in numerical order with Job 1 on top then place your Scoring Sheet on top of all the job sheets. Turn in all partial jobs. Staple any printed rough draft pages to the bottom and place an X across each page.

Note…Printing in color will result in disqualification. Students may use software templates, but creativity points may be reduced.

SUBMISSION OF TEST POINTS: All points or none are awarded for first two items.		
Technical Requirements:	**Points**	**Points Earned**
• Scoring sheet was placed on top of all jobs and jobs were arranged in numeric order (Scoring Sheet, Job 1, Job 2, Job 3, and any rough draft pages with an x across each page to follow)	5	
• Contestant used only the graphics supplied where relevant (contestant did not obtain other clipart or images from the internet)	5	
• Contestant placed contestant number and job number in lower left corner of each page in format: (5 points for each job).	15	
TOTAL POINTS (25 maximum)		

Job 1: FLYER		
TECHNICAL SPECIFICATION POINTS (All points or none are awarded for each technical requirement.)		
Technical Requirements:	**Points**	**Points Earned**
• 8.5 x 11" Flyer	5	
• Included: Date, Time, Location	5	
• Included: At least one graphic	5	
• Included: At least one AutoShape	5	
• Included: Page border	5	
• Included: Names of 2 retires: Julie Koep and James Kork	5	
DESIGN ELEMENTS TO EVALUATE (Points awarded may range from 0 and up for each design element)		
• Accurate spelling, punctuation, and grammar	10 (all or nothing)	
• Effective use of fonts, type styles, and type sizes	0-10	
• Applied principles of design and rules for proper layout	0-10	
• Creativity	0-20	
• Overall design and appearance	0-20	
TOTAL POINTS (100 maximum)		

Job 2: CALENDAR		

TECHNICAL SPECIFICATION POINTS (All points or none are awarded for each technical requirement.)

Technical Requirements:	Points	Points Earned
• Created on 8.5 x 11" paper in landscape orientation	5	
• Table tools used	5	
• Included: Dates on correct days (May 1st is Wednesday , May 31st is Friday) and merged cells before Wednesday, May 1	5	
• Included: 2 line border around calendar and borders within table between columns and rows	5	
• Included: At least one graphic and shading in headings cells	5	
• Included: May 6 – 10 happenings, Mother's Day, Memorial Day, Last Day of School	5	
DESIGN ELEMENTS TO EVALUATE (Points awarded may range from 0 and up for each design element)		
• Accurate spelling, punctuation, and grammar	10 (all or nothing)	
• Effective use of fonts, type styles, and type sizes	0-10	
• Applied principles of design and rules for proper layout	0-10	
• Creativity	0-20	
• Overall design and appearance	0-20	
TOTAL POINTS (100 maximum)		

Job 3: PROGRAM

TECHNICAL SPECIFICATION POINTS (All points or none are awarded for each technical requirement.)

Technical Requirements:	**Points**	**Points Earned**
• Created on 8.5 x 11" paper in portrait orientation	5	
• Included: At least one graphic, one AutoShape	5	
• Included: 2 line page border	5	
• Included: Date, Time, Location	5	
• Included: Julie Koep teacher of 33 years in English and James Kork teacher of 30 years in Math	5	
• Included: Schedule	5	

DESIGN ELEMENTS TO EVALUATE (Points awarded may range from 0 and up for each design element)

• Accurate spelling, punctuation, and grammar	10 (all or nothing)	
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TOTAL POINTS (100 maximum)		

Student Directions: Use only the graphics supplied. In addition, Word Art, lines, shapes, and/or AutoShapes may be used.

GENERAL INFORMATION:

You are part of a committee that is in charge of putting on the El Rancho High School Teacher Appreciation Program. The program is held every year to recognize teachers in the school for all their achievements for the year. The El Rancho High School is located at 877 Parsons Blvd., Springfield, CA 90600.

The whole week will include various recognition activities beginning May 6 and going through May 10, 2013.

- Monday: Breakfast in cafeteria from 7:00 – 7:30 a.m. for all teachers
- Tuesday: Teacher Appreciation Program beginning at 7:00 p.m. with reception to follow
- Wednesday: Ice cream social after school for teachers in teacher work room
- Thursday: Pep rally from 2:30-3:00 p.m. in auditorium for all teachers and students
- Friday: Pot luck lunch in teacher lunch room

JOB 1: FLYER

Create a one page flyer 8 ½" x 11" to advertise the day of the teacher appreciation program. This flyer will go out to all the teachers in the building as well as their families inviting them to the celebration program. This is a day to celebrate the successes of the year as well as recognizing teachers that have taught for 20+ years in the school. There will also be 2 teachers retiring that will be highlighted during the program: Julie Koep and James Kork. Julie has taught for 33 years at El Rancho in the English Department. James has taught for 30 in the Math Department. Include at least one graphic, one AutoShape and a page border.

JOB 2: CALENDAR

Use a table to create a calendar 8 ½" x 11" landscape orientation for the month of May, 2013. Each column and row should be equal in size. Each date should have room to add information pertaining to that date. Include at least one graphic and these events on the calendar on the appropriate date.
- ∇ Daily happenings on May 6 – 10, 2013
- ∇ Memorial Day – Monday, May 27, 2013
- ∇ Mother's Day – Sunday, May 12, 2013
- ∇ Last Day of School – Thursday, May 30, 2013

Place a 2 line border around the whole calendar. Include borders between all rows and columns. Shade the headings for each day of the week. Merge any cells that are not used for dates.

JOB 3: PROGRAM

Design an attractive program to be handed out at the Teacher Appreciation Program. Create your program on an 8 ½" x 11" page in portrait orientation. Include a 2 line border around the page. Include at least one graphic. Highlight the 2 retirees in a special place with the number of years they have taught. The following schedule should be on the program:

> 7:00 Welcome
> 7:15 Recognition of teachers with 20+ years in teaching
> 7:30 Video
> 7:40 Student Council Presentation: Teacher of Year Award
> 7:45 Recognition of retiring teachers: Julie Koep and James Kork
> 8:00 Closing remarks
> Reception in lobby area

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KEY
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Job 2: CALENDAR

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Technical Requirements:	Points	Points Earned
• Created on 8.5 x 11" paper in landscape orientation	5	
• Table tools used	5	
• Included: Dates on correct days (May 1st is Thursday, May 31st is Saturday) and merged cells before Thursday, May 1	5	
• Included: 2 line border around calendar and borders within table between columns and rows	5	
• Included: At least one graphic and shading in headings cells	5	
• Included: May 5 – 9 happenings, Mother's Day, Memorial Day, Last Day of School	5	

DESIGN ELEMENTS TO EVALUATE (Points awarded may range from 0 and up for each design element)

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Job 3: PROGRAM		
TECHNICAL SPECIFICATION POINTS (All points or none are awarded for each technical requirement.)		
Technical Requirements:	**Points**	**Points Earned**
• Created on 8.5 x 11" paper in portrait orientation	5	
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• Included: Date, Time, Location	5	
• Included: Julie Koep teacher of 33 years in English and James Kork teacher of 30 years in Math	5	
• Included: Schedule	5	
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JOB 2: CALENDAR

Use a table to create a calendar 8 ½" x 11" landscape orientation for the month of May, 2014. Each column and row should be equal in size. Each date should have room to add information pertaining to that date. Include at least one graphic and these events on the calendar on the appropriate date.
  ∇ Daily happenings on May 5 – 9, 2014
  ∇ Memorial Day – Monday, May 26, 2014
  ∇ Mother's Day – Sunday, May 11, 2014
  ∇ Last Day of School – Thursday, May 29, 2014

Place a 2 line border around the whole calendar. Include borders between all rows and columns. Shade the headings for each day of the week. Merge any cells that are not used for dates.

JOB 3: PROGRAM

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