

# **ADVANCED WORD PROCESSING (22)**



**Key** Regional - 2013

<ul> <li>Job 1 - Letter</li> </ul>	(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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## **General Instructions**

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

PRODUCTI	ON 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.

ADVANCED WORD PROCESSING KEY REGIONAL 2013 PAGE 3 OF 8



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



ADVANCED WORD PROCESSING KEY REGIONAL 2013 PAGE 4 OF 8



Marshall 1

Alan Marshall

Ginger Alstead

Job #

Advertising Department

Current Date (military style)

# Designing a Better Brochure

Job 2—Report

0 Errors = 100 1 Error = 90

2 Errors = 70 3+ Errors = 0

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.

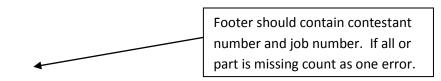
The brochure must be available to send to all State advisors so that they can distribute to the regions and their chapters. The brochure should be available to send within a short time span.

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



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.



#### ADVANCED WORD PROCESSING KEY REGIONAL 2013 PAGE 6 OF 8

S74,778	Average Salary	Aver			
\$102,000	45356	OH	Columbus	5990 Sweet Cider Drive	Mr. Philip Abernathy
\$92,000	45202	HO	Cincinnati	98 Clayborn Court	Ms. Suzette Brentwood
000,68S	46206	N	Muncie	3921 Philadelphia Blvd.	Ms. Argentine Romalaude
S76,000	45202	OH	Cincinnati	600 North Canfield Drive	Ms. Elizabeth Arnold
\$74,000	46256	IN	Indianapolis	29778 Orangewood Lane	Mr. Jonathan Drifter
S72,000	46779	NI	Seymour	18909 Washington Road	Mr. Jeffrey Snyder
\$67,000	46256	IN	Indianapolis	900 Lanton Lane	Mr. Ted McLaughlin
S56,000	45356	HO	Dayton	5870 Eastbrook Lane	Ms. Lisa Gomez
\$45,000	45356	HO	Columbus	5966 West Eaglewood Court	Mr. Lucas Lowhorn
Salary	State Zip Code Salary	State	City	Address	Name

# Job 3—Table



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

### 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.

#### Contestant Number Job #

#### ADVANCED WORD PROCESSING KEY REGIONAL 2013 PAGE 7 OF 8

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

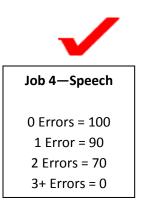
Note to Grader:

• 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



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

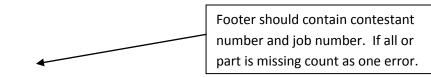
compete in the areas of Administrative Support, Management, Marketing and Human Resources,

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.



Contestant Number Job #