

INTEGRATED OFFICE APPLICATIONS (23)

KEY

Regional - 2013

TOTAL POINTS	(800 points)
Job 5 - Postcard	(150 points)
Job 4 - Labels	(100 points)
Job 3 - Mail Merge	(200 points)
Job 2 - Spreadsheet	(250 points)
Job 1 - Letterhead	(100 points)

Judges/Graders:

Please double-check and verify all scores!

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Job 1 - Letterhead		Points	Score	Total
1	Letterhead content			
		25		
2	Formatting margins			
		25		
3	Graphic placement and size			
		25		
4	Date code (correct placement)			
		25		
	TOTAL	100		
Job 2 - Sp	vreadsheet	Points	Score	Total
1	Font	10		
2	Data input accurately	20		
3	Column headings formatted correctly	40		
4	All numbers formatted according to directions	15		
5	Column inserted and projected sale price calculated	15		
	correctly			
6	Projected commission rate calculated correctly	15		
7	Information sorted correctly	10		
8	Average calculated correctly	15		
9	Total projected commission calculated correctly	15		
10	Correct cells highlighted	10		
11	Chart	20		
12	Chart formatting	10		
13	Page orientation	10		
14	Centered vertically	15		
15	Gridlines and headings printed	15		
16	Formulas revealed	15		
	TOTAL	250		
Job 3 – Mail Merge Letter		Points	Score	Total
1	Mail merge letter content and formatting (grade	100		
	based on production standards)			
2	Mail merge letter - merge fields printed	50		
3	Chart	50		
	TOTAL	200		

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Job 4 - Labels		Points	Score	Total
1	Avery 5160 layout used.	35		
2	Sorted ascending by postal code.	55		
		30		
3	Print merge fields	15		
4	Print merged labels	15		
т 		20		
	TOTAL	100		
Job 5 - I	Postcard	Points	Score	Total
1	Postcard dimensions correct	50		
2	Wording correct	30		
3	Provided graphics inserted	20		
4	Provided logo inserted correctly	20		
5	Creativity	15		
6	Overall design and appearance	15		
	TOTAL	150		
	TOTAL	800		

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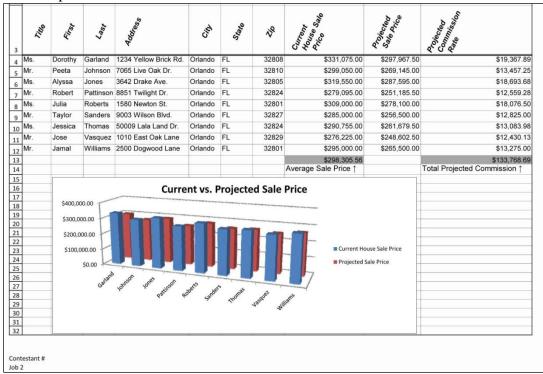


PBA Realty Insert Date	2101 Epcot Avenue Orlando, FL 32830-8442 Phone Number: (555) 555-0140 Fax Number: (555) 555-0144 Website: www.pba.org
Contestant #	

Note to Graders:

- Top Margin of .5" and left and right margins of 1" (25 points)
- Letterhead content Century Gothic 14 point (25 points)
- Provided logo inserted top left corner as 1.5" x 1.5" (25 points)
- Date code inserted 2" from the top of the page. Times New Roman 12 point. (25 points)

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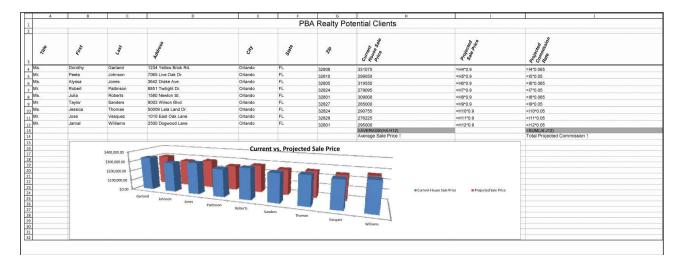
• X-axis values may vary

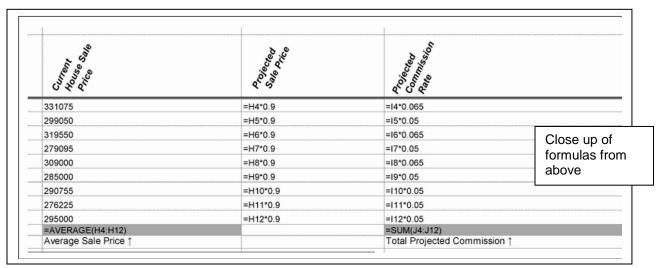
Note to Graders:

- Arial 11 point unless otherwise stated (10 points)
- Data input correctly check for \uparrow symbol in H14 and J14 (20 points all or none)
- Row 3 data italicized and bolded, 12 point font, middle aligned, rotated 60°, format text to fit, row height 84, double underline border (40 points)
- Columns H, I, and J formatted as currency with 2 decimal places and a comma (15 points)
- Column I inserted for Projected Sale Price and amounts are correct (15 points)
- Projected Commission Rate amounts are correct (15 points)
- Sorted in ascending order by last name (10 points)
- Average calculated correctly in H13 (15 points)
- Total projected commission calculated correctly in J13 (15 points)
- H13 and J13 highlighted in gray (10 points)
- 3D column chart inserted in cells B15-I32 per directions (20 points)
- Chart formatting (10 points)
- Landscape orientation (10 points)
- Centered vertically on the page (15 points)
- Print area includes A1-J32, fit to 1 page, printed with gridlines and row & column heading (15 points)
- Printed again with formulas revealed (15 points)
- Job #2 & Contestant Number in footer on left in footer

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INTEGRATED OFFICE APPLICATIONS REGIONAL 2013 KEY PAGE 7 of 11 Job 3 – Mail Merge

Letterhead from Job 1 should be included at top of page.

Current Date

«Title» «First» «Last» «Address» «City», «State» «Zip»

Merge fields may be listed as AddressBlock or GreetingLine

Dear «Title» «Last»

FOLLOW UP

Many thanks for expressing an interest in my services. I realize there are numerous Realtors[®] you might have chosen so I greatly appreciate the opportunity to fulfill your real estate needs. I would consider working with you to achieve your goals both an honor and a privilege.

Feel free to contact me anytime at (555) 555-0140 or visit my web site <u>www.pba.org</u> for more information.

Based upon the information we previously discussed, I have included a chart showing the current pricing trends for homes in your desired location.

I truly look forward to fulfilling all of your real estate needs!

Sincerely

Savannah Thomas PBA Agent

XX

e Nancy Wells Julie Smith



Current Date

Ms. Dorothy Garland 1234 Yellow Brick Rd. Orlando, FL 32808

Dear Ms. Garland

FOLLOW UP

Many thanks for expressing an interest in my services. I realize there are numerous Realtors[®] you might have chosen so I greatly appreciate the opportunity to fulfill your real estate needs. I

Notes to Graders:

- Date should be 2" from top of page in Times New Roman 12 point font
- Greeting should include the recipient's title and last name
- Hyperlink inserted for website
- Errors based on production standards
 0 errors (100% of assigned point value of each document) = 100% x 100 pts = 200
 1 error (90% of assigned point value of each document) = 90% x 90 pts = 180
 2 errors (70% of assigned point value of each document) = 70% x 70 pts = 140
 3 or more errors (0% of assigned point value of each document)
- Merge Fields Printed = 50 points
- Chart included = 50 points

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«Courtesy Title» «First Name» «Last Name»

«Address 1»

«City», «State»

«Next Record» «Courtesy Title» «First Name» «Last Name»

«Address 1»

«City», «State» «Postal Code»

«Next Record» «Courtesy Title» «First Name» «Last Name»

«Address 1»

«City», «State» «Postal Code»

«Next Record» «Courtesy Title» «First Name» «Last Name»

«Address 1»

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«Next Record» «Courtesy Title» «First Name» «Last Name»

«Address 1»

«City», «State» «Postal Code»

«Next Record»«Courtesy Title» «First Name» «Last Name» «Address 1»

«City», «State» «Postal Code»

Contestant # Job #4

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Mr. Jamal Williams	Ms. Julia Roberts	Ms. Alyssa Jones
2500 Dogwood Lane	1580 Newton St.	3642 Drake Ave.
Orlando, FL Mr.32801	Orlando, FL 32801	Orlando, FL 32805
Ms. Dorothy Garland	Mr. Peeta Johnson	Ms. Jessica Thomas
1234 Yellow Brick Rd.	7065 Live Oak Dr.	50009 Lala Land Dr.
Orlando, FL 32808	Orlando, FL 32810	Orlando, FL 32824
Mr. Robert Pattinson	Mr. Taylor Sanders	Mr. Jose Vasquez
8851 Twilight Dr.	9003 Wilson Blvd.	1010 East Oak Lane
Orlando, FL 32824	Orlando, FL 32827	Orlando, FL 32829

Contestant # Job #4

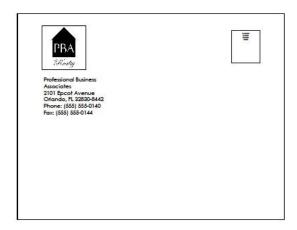
Note to Graders:

- Merge fields may be listed as address block or individual fields
- Avery 5160 used (35 points)
- Sorted in ascending order based on postal code (30 points)
- Merge fields printed (15 points)
- Print merged labels (20 points)
- Job #4 & Contestant # in Bottom Left Footer

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Job 5 - Postcard





- Postcard Dimensions 5.5" x 4.25" (students may use a template if desired) (50 points)
- Correct wording (30 points)
- 2 pictures of houses inserted on front (20 points)
- Logo inserted (front & back) (20 points)
- Creativity (15 points)
- Overall Design and Appearance (15 points)
- Picture of stamp not required per directions

*Actual format will vary