

BPA PROJECT

Fundamental Word Processing

FWP

Description: This project is based on the “Fundamental Word Processing” event and consists of four jobs that you will complete using Word. You should use the attached Tip Sheet and Style & Reference Guide to help you in formatting these documents. **YOUR FORMATTING MUST FOLLOW THE GUIDE EXACTLY.**

Finished Product: Print out each of your jobs and staple them to the back of this sheet **IN ORDER**. Make sure that you put your name in the bottom left footer of each page (on the real competition, you would put your contestant number there), along with the job number and page number.

Example: Your Name (instead of contestant number) / Job 1 / Page 1

Grading: This project is worth a total of 200 points (100 points per job). Each job will be graded according to the following standards:

0 errors = 100

1 error = 90

2 errors = 70

3 errors = 0

Work Days: October 3, 4

Due Date: End of Class on October 2

Job 1 — Letter

Job 2 — Memorandum

Job 1 — Letter

Directions: Please key the following business letter from Julie Smith, Manager, Human Resources following Professional Business Associates format. Use the current date for the document. The letter is to be sent to John Jones, 5445 Eaglecrest Dr., Galloway, OH 43119

I am confirming receipt of your application letter and resume; however, I am not able to process your application.

A few months ago, our company converted to an on-line application process and we no longer accept applications other than on-line. Please be aware that we only accept one on-line submission from each individual.

Our on-line process begins at www.PBA.org and you will find that the new system is a user friendly process. The website has buttons for each of our departments: Financial Services, Information Technology, Human Resources, Marketing, and Administrative Support. Each department lists current job openings by job title as well as instructions for submitting application letters, resumes, and supporting documents.

Thank you for your interest in employment with Professional Business Associates.

Sincerely

Job 2 — Memorandum

Directions: Please key the following memorandum to Roger Meyer, Edna Renick, Harvey Rosen, and Julie Smith using proper Professional Business Associates' memo format. It is from Tom Carlson, Information Technology. CC to Nancy Wells, CEO. Use current date. The subject is Computer System Updates.

Information Technology staff will be performing system updates during the week of February 21.

The updates will be scheduled by department in order to minimize disrupting work flow. I anticipate each department update to take approximately two hours which will include instructing employees on the updates.

One hour prior to your scheduled update- please ensure that each employee performs their normal back up procedures. If needed, the Network Administrator will be available to assist your employees.