

Member ID: \_\_\_\_\_

Time: \_\_\_\_\_

Rank: \_\_\_\_\_



# ADVANCED WORD PROCESSING (210)

## REGIONAL 2023

### Production:

Job 1: Speech \_\_\_\_\_ (100 points)

Job 2: Labels with Merging \_\_\_\_\_ (100 points)

Job 3: Table w/Math Comps \_\_\_\_\_ (100 points)

TOTAL POINTS \_\_\_\_\_ (300 points)

**Test Time: 90 minutes**

### GENERAL GUIDELINES:

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

1. Member must hand in this test booklet and all printouts if any. 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 (handwritten, photocopied, or keyed) are allowed in the testing area.
3. Electronic devices will be monitored according to ACT standards.

### EXAM GUIDELINES:

1. Ensure this test booklet contains Jobs 1-3.
2. Key all jobs according to the instructions given.
3. Correct any and all formatting, spelling or grammar errors. Use the formatting guide in the *Style & Reference Manual*.
4. Your name or initials should *not* appear on any work you submit. Use your Member ID in any occasion you would normally key your reference initials.
5. In the lower **right** hand corner of ALL work submitted (unless otherwise specified), key your Member ID and job number.
6. If you complete the event before the end of the time allotted, notify the proctor. Time may be considered a factor in determining a winner when there is a tie score.
7. Place your scoring sheet on top of your jobs. Jobs should be placed in numerical order.

PRODUCTION STANDARDS	
0 Errors	100 Points
1 Error	90 Points
2 Errors	70 Points
3 Errors	50 Points
4+ Errors	0 Points

### **Job 1: Speech**

Key the following text into a final speech draft. This speech is to be given at the Software Solutions Expo and Conference part of the Software Solutions Corporation. Please correct any spellings and grammar errors as you prepare your final draft.

Leadership from many digital platform companies will attend the upcoming Software Solutions Corporation, Software Solutions Expo and Conference in Anaheim, California this coming June 20xx. At the conference key personnel will get to attend sessions on cutting edge software that can take their client services to a whole new level. Vendors from many different software companies will be at the Anaheim Convention Center to demo the latest in technology software that companies can be using to bring their client experience and work flow to a heightened level of success.

There will be over 200 vendors, 5,000 attendees, and an abundance of energy at this year's event. We are excited to announce that Walt Disney, a giant in the technology and entertainment industry, will be hosting a private "World of Color" behind the scenes tour for all the attendees. During this tour, attendees will learn and see first hand how many of the products displayed at the expo work together to provide a better user experience.

Information on attending the conference can be found available on the Software Solutions website. We are proud to announce today, that Digital Solutions, a mid-west medium size digital company has added its name to the long list of company's that will plan on being in attendance.

**Job 2: Labels with Merging**

Key the following information and merge the data to labels. Use Avery US 5160 Mailing Address size. Include all pieces of the information below from the table as your source and create your data list then merge. You should provide both your source and your finished product for evaluation. Sort data to be in alpha order by last name. Also provide the state abbreviation.

Information should be presented as a mailing label for an envelope, text should be centered vertically and horizontally, Times New Roman, 12 points font. Customize the printout to be 1 column, 6 labels down.

**Label your source as Job 2\_Printout 1, and your Labels as Job 2\_Prinout 2**

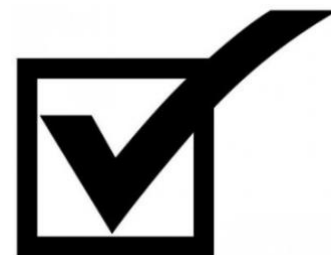
First Name	Last Name	Street Address	City	State	Zip Code
Regina	Smith	62 Rainy Day Street	Seattle		98101
Alex	Caldwell	98 Orange Avenue	Orlando		32789
Georgia	Carmichael	12 Windy Way	Chicago		60007
Dedra	Fulton	889 Snow Peak Drive	Denver		80014
Frank	Meens	100 Hollywood Drive	Los Angeles		90001
Sadie	Bluffton	9665 Music Street	Nashville		37011

### Job 3: Table with Formulas

Key the following table and use formulas to calculate missing data. Do not use borders on the table. The name of the table is Digital Solutions Cost Analysis, provided by the Marketing Department. This table should be displayed in landscape for printing purposes. Print your finished table for Printout 1 and Print your Table with Formulas for Printout 2. Please correct any spellings and grammar errors as you prepare your final draft.

**Label your finished table as Job 3\_Printout 1. Label your Table in Formula View as Job 3\_Prinout 2.**

Department	Number of Employees	Total Hours Worked	Average Hours Per Employee	Total Salary Earned	Salary Earned Per Hour
Executive Level	3	120		\$275,000.00	
Financial Services	9	337.5		199,888.00	
Information Technology	12	468		215,588.00	
Human Resources	9	468		300,154.00	
Marketing	10	400		350,008.00	
Administrative Support	8	292		225,058.00	
Total					



# ADVANCED WORD PROCESSING (210)

## REGIONAL 2023

### Production:

Job 1: Speech	_____	(100 points)
Job 2: Labels with Merging	_____	(100 points)
Job 3: Table w/Math Comps	_____	(100 points)
TOTAL POINTS	_____	(300 points)

**Test Time: 90 minutes**

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### EXAM GUIDELINES:

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1 Error	90 Points
2 Errors	70 Points
3 Errors	50 Points
4+ Errors	0 Points

**Job 1: Speech**

**SOFTWARE SOLUTIONS CORPORATION**

**Software Solutions Expo and Conference**

Leadership from many digital platform companies will attend the upcoming Software Solutions Corporation, Software Solutions Expo and Conference in Anaheim, California this coming June 20xx. At the conference key personnel will get to attend sessions on cutting edge software that can take their client services to a whole new level. Vendors from many different software companies will be at the Anaheim Convention Center to demo the latest in technology software that companies can be using to bring their client experience and workflow to a heightened level of success.

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the attendees. During this tour, attendees will learn and see **first-hand** how many of the products displayed at the expo work together to provide a better user experience.

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Key the following text into a final speech draft. This speech is to be given at the Software Solutions Expo and Conference part of the Software Solutions Corporation.  
**Grader, please note words that are bold and underlined in the letter below for correcting spellings.**

Contestant #  
Job #

## Job 2: Labels with Merging

Key the following information and merge the data to labels. Use Avery US 5160 Mailing Address size. Include all pieces of the information below from the table as your source and create your data list then merge. You should provide both your source and your finished product for evaluation. Sort data to be in alpha order by last name. Also provide the state abbreviation. **Grader, please note words that are bold and underlined in the letter below for correcting spellings.**

### Grader: Job 2\_Printout 1

Below is typed source within Microsoft Word. Students might create their list in Excel or Access. Either way, they should provide you with a feature like this to ensure they did not just key the data into the labels.

Mail Merge Recipients

This is the list of recipients that will be used in your merge. Use the options below to add to or change your list. Use the checkboxes to add or remove recipients from the merge. When your list is ready, click OK.

Data Source	Last Name	First Name	Address Line 1	City	State	ZIP Code
210 Advanced...	Smith	Regina	62 Rainy Day Street	Seattle	WA	98101
210 Advanced...	Caldwell	Alex	98 Orange Avenue	Orlando	FL	32789
210 Advanced...	Carmichael	Georgia	12 Windy Way	Chicago	IL	60007
210 Advanced...	Fulton	Dedra	889 Snow Peak Dri...	Denver	CO	80014
210 Advanced...	Meens	Frank	100 Hollywood Dr...	Los Angeles	CA	90001
210 Advanced...	Bluffton	Sadie	9665 Music Street	Nashville	TN	37011

Data Source: 210 Advanced Word Processing Mer

Refine recipient list

- Sort...
- Filter...
- Find duplicates...
- Find recipient...
- Validate addresses...

Edit... Refresh

OK

Contestant #  
Job #

**Grader: This is an example of how the printout #2 for Job 2 should look. Text should be Times New Roman, 12 point font. Text should be centered vertically and horizontally. Labels should be arranged alphabetically by last name.**

Sadie Bluffton  
9665 Music Street  
Nashville, TN 37011

Alex Caldwell  
98 Orange Avenue  
Orlando, FL 32789

Georgia Carmichael  
12 Windy Way  
Chicago, IL 60007

Dedra Fulton  
889 Snow Peak Drive  
Denver, CO 80014

Frank Meens  
100 Hollywood Drive  
Los Angeles, CA 90001

Regina Smith  
62 Rainy Day Street  
Seattle, WA 98101



Contestant #  
Job #

of AMERICA  
Giving Purpose to Potential

Job 3: Table with Formulas

Job 3\_Printout 1

Key the following table and use formulas to calculate missing data. Do not use borders on the table. The name of the table is Digital Solutions Cost Analysis, provided by the Marketing Department. This table should be displayed in landscape for printing purposes. **Grader, please note words that are bold and underlined in the letter below for correcting spellings.** Column headings should be centered or blocked at the left of the column. Column headings should be bold, aligned at the bottom of the cell and underlined. There should be a double space after the column heading. Currency should follow the currency style of the style and reference manual with Dollar sign on the 1<sup>st</sup> and total row only and rounded to 2 decimal places. The total row should be bolded. Text is aligned at the left.

DIGITAL SOLUTIONS COST ANALYSIS

Marketing Department

<u>Department</u>	<u>Number of Employees</u>	<u>Total Hours Worked</u>	<u>Average Hours Per Employee</u>	<u>Total Salary Earned</u>	<u>Salary Earned Per Hour</u>
Executive Level	3	120	40	\$275,000.00	\$2,291.67
Financial Services	9	337.5	37.5	199,888.00	592.26
Information Technology	12	468	39	215,588.00	460.66
Human Resources	9	468	52	300,154.00	641.35
Marketing	10	400	40	350,008.00	875.02
Administrative Support	8	292	36.5	225,058.00	770.75
<b>Total</b>	<b>51</b>	<b>2085.5</b>	<b>245</b>	<b>\$1,565,696.00</b>	<b>\$5,631.71</b>

Contestant #  
Job #

Job 3\_Printout 2

Key the following table and use formulas to calculate missing data. Do not use borders on the table. The name of the table is Digital Solutions Cost Analysis, provided by the Marketing Department. This table should be displayed in landscape for printing purposes. **Grader, this is what the printout should look like to show the student used formulas for calculations.**

**DIGITAL SOLUTIONS COST ANALYSIS**

**Marketing Department**

<b><u>Department</u></b>	<b><u>Number of Employees</u></b>	<b><u>Total Hours Worked</u></b>	<b><u>Average Hours Per Employee</u></b>	<b><u>Total Salary Earned</u></b>	<b><u>Salary Earned Per Hour</u></b>
Executive Level	3	120	{ =C2/B2 }	\$275,000.00	{ =E2/C2 }
Financial Services	9	337.5	{ =C3/B3 }	199,888.00	{ =E3/C3 }
Information Technology	12	468	{ =C4/B4 }	215,588.00	{ =E4/C4 }
Human Resources	9	468	{ =C5/B5 }	300,154.00	{ =E5/C5 }
Marketing	10	400	{ =C6/B6 }	350,008.00	{ =E6/C6 }
Administrative Support	<u>8</u>	<u>292</u>	<u>{ =C7/B7 }</u>	<u>225,058.00</u>	<u>{ =E7/C7 }</u>
<b>Total</b>	<b>{ =SUM(ABOVE) }</b>	<b>{ =SUM(ABOVE) }</b>	<b>{ =SUM(ABOVE) }</b>	<b>{ =SUM(ABOVE) }</b>	<b>{ =SUM(ABOVE) }</b>

Contestant #  
Job #