

Entries

Each state is allowed five (5) entries

(205) Intermediate Word Processing

Description

Evaluate intermediate skills in word processing and document production. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all members passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MOS Word 2019 Associate and upon passing the exam, members will be awarded 50 points to their final score. All persons planning to take a certification test MUST register with Certiport (www.certiport.com) before attending NLC to create their Certiport profile. Members must include their BPA member ID in their Certiport profile when they register online. For more information on the exam, visit: <http://www.certiport.com>

Eligibility

Any secondary division student member may enter this event. This event may *not* be repeated or entered by a student member who has previously competed in Advanced Word Processing.

Members may compete in only one of the following events each year: Fundamental Word Processing, Intermediate Word Processing, or Advanced Word Processing.

Member must supply

Sharpened No. 2 pencils, pens

Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Members who violate this rule will be *disqualified*.

Published and/or unpublished non-electronic written reference materials

Business Professionals of America assumes no responsibility for hardware/software provided by the member.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Apply intermediate-level word processing skills to produce business documents
- Apply company guidelines according to the *Style & Reference Manual*
- Demonstrate basic knowledge of word processing software functions, including formatting and entering text in columns
- Create and format tables
- Insert graphics and special characters in documents
- Use paragraph formatting, tab settings and text enhancements
- Proofread using edited copy
- Use electronic and hard copy references to assist in preparing documents (e.g., help screens, spell-check, thesaurus, user's manual, dictionary)

Equipment/supplies provided

Computer, printer, and paper

Software as designated for this event

Method of evaluation

Application - *Reference materials are allowed.*

Certification test taken per conference schedule at NLC

Length of event

No more than ten (10) minutes orientation

No more than sixty (60) minutes testing time

No more than ten (10) minutes wrap-up

No more than fifty (50) minutes for certification test

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