

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

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

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



# INTERMEDIATE WORD PROCESSING (205)

## REGIONAL 2023

**Production:**

Job 1: Memorandum with Table \_\_\_\_\_ (100 points)

Job 2: News Release \_\_\_\_\_ (100 points)

Job 3: Table \_\_\_\_\_ (100 points)

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

**Test Time: 60 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: Memorandum with Table**

Key the following information as a memorandum to Tom Carlson, Information Technology Department and is from Nancy Wells, CEO of Digital Solutions. Use the current date and the subject of the Memorandum is Software Upgrades. Please copy Edna Renick, Administrative Support Department on the memo. Please correct any spellings and grammar errors as you prepare your final draft.

After attending the recent Software Solutions conference in Anaheim, California, I believe we need to begin upgrading our software on all machines within the company. Please begin necessary steps to prep staff and teams for the software roll out. I have listed below in the table the current software and the newly appropriate software that our company should be moving in.

Current Software	New Software
Microfst Office Suite 2016	Microsoft 365
Microsoft Edge Browser	Google Chrome
HelloSign E-Signature	DocuSign
Webroot Security	McAfee Security

After the initial roll-out of software changes and updates, please keep me in informed on the progress. I would request that my office and team machines receive the upgrade first. I appreciate our recent conversations regarding this request, and I am excited to see these new changes for our company.

**Job 2: News Release**

Using the following information create a News Release for Digital Solutions. The release is from Nancy Wells, 700 Morse Road, Suite 201, Columbus, OH 43214, 614-555-5555. The release should be released on the current date. The title of the release should read Digital Solutions Software Upgrade. Please correct any spellings and grammar errors as you prepare your final draft.

Digital Solutions after careful review is making a significant investment in software upgrades on all company computing devices. This software upgrade comes after research and attending the most recent Software Solutions Conference in Anahem California. The invastment is worth a total cost of \$250,000 and will take about 2 weeks to complete.

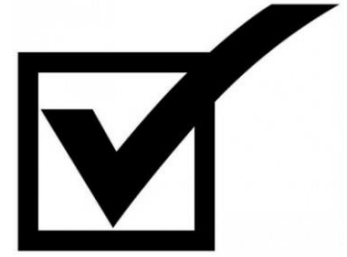
This upgrade will allow Digital Solutions to be on the cutting edge of its competitors. The upgrade will be so helpful to all the employes as they continue to provide continued superb customer service to our clients. All inquires on this upgrade can be directed to Tom Carlson in the Informetion Technology Department.

Finally, Digital Solutions would like to thank its internal team that has spent endless hours researching and making recomendations on this upgrade.

**Job 3: Table**

Using the information below create a table called software upgrade costs from the information technology department. This table should have borders. You should calculate the totals on your own. Formulas are not necessary. Complete the math and update the total cost column. Please correct any spellings and grammar errors as you prepare your final draft.

New Software	Insellation Time Frame	Cost per unit	# of machines	Total cost
Micorosoft 365	3 Business Days	\$199	275	
Googole Chrome- Professional	1 Week	99	275	
DocuSign	1 Business Day	59.99	100	
McAfee Security	2 Business Days	79.99	275	



# INTERMEDIATE WORD PROCESSING (205)

## REGIONAL 2023

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Job 1: Memorandum with Table	_____	(100 points)
Job 2: News Release	_____	(100 points)
Job 3: Table	_____	(100 points)
TOTAL POINTS	_____	(300 points)

**Test Time: 60 minutes**

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**Job 1: Memorandum with Table****MEMORANDUM****TO:** Tom Carlson, Information Technology Department**FROM:** Nancy Wells, CEO**CC:** Edna Renick, Administrative Support Department**DATE:** [Current Date]**SUBJECT:** Software Upgrades

After attending the recent Software Solutions Conference in Anaheim, California, I believe we need to begin upgrading our software on all machines within the company. Please begin necessary steps to prep staff and teams for the software roll out. I have listed below in the table the current software and the newly appropriate software that our company should be moving in.

<b>Current Software</b>	<b>New Software</b>
<b><u>Microsoft</u></b> Office Suite 2016	Microsoft 365
Microsoft Edge Browser	Google Chrome
HelloSign E-Signature	DocuSign
Webroot Security	McAfee Security

After the initial roll-out of software changes and updates, please keep me informed on the progress. I would request that my office and team machines receive the upgrade first. I appreciate our recent **conversations** regarding this request, and I am excited to see these new changes for our company.

xx [Contestant Number]

Key the following information as a memorandum to Tom Carlson, Information Technology Department and is from Nancy Wells, CEO of Digital Solutions. Use the current date and the subject of the Memorandum is Software Upgrades. Please copy Edna Renick, Administrative Support Department on the memo. **Grader, please note words that are bold and underlined in the letter below for correcting spellings.**

Contestant #  
Job #



**Job 2: News Release**

**NEWS RELEASE**

From Nancy Wells  
700 Morse Road, Suite 201  
Columbus, OH 43214  
614-555-5555

Release [Current Date]

Using the following information create a News Release for Digital Solutions. The release is from Nancy Wells, 700 Morse Road, Suite 201, Columbus, OH 43214, 614-555-5555. The release should be released on the current date. The title of the release should read Digital Solutions Software Upgrade. **Grader, please note words that are bold and underlined in the letter below for correcting spellings.**

**DIGITAL SOLUTIONS SOFTWARE UPGRADE**

Digital Solutions after careful review is making a significant investment in software upgrades on all company computing devices. This software upgrade comes after research and attending the most recent Software Solutions Conference in Anaheim, California. The investment is worth a total cost of \$250,000 and will take about 2 weeks to complete.

This upgrade will allow Digital Solutions to be on the cutting edge of its competitors. The upgrade will be so helpful to all the employees as they continue to provide continued superb customer service to our clients. All inquiries on this upgrade can be directed to Tom Carlson in the Information Technology Department.

Finally, Digital Solutions would like to thank its internal team that has spent endless hours researching and making recommendations on this upgrade.

###

Contestant #  
Job #

**Job 3: Table**

Using the information below create a table called software upgrade costs from the information technology department. This table should have borders. You should calculate the totals on your own. Formulas are not necessary. Complete the math and update the total cost column. **Grader, please note words that are bold and underlined in the letter below for correcting spellings. Also be sure to check totals for accuracy. Currency style should follow the Style and Reference manual with 2 decimal places and \$ on top row. Table should be centered vertically and horizontally.**

**SOFTWARE UPGRADE COSTS**

**Information Technology Department**

<b>New Software</b>	<b><u>Installation</u> <u>Time Frame</u></b>	<b><u>Cost Per</u> <u>Unit</u></b>	<b># of <u>Machines</u></b>	<b><u>Total Cost</u></b>
<b><u>Microsoft</u> 365</b>	3 Business Days	\$199.00	275	\$54,725.00
<b><u>Google</u> Chrome- Professional</b>	1 Week	99.00	275	27,225.00
DocuSign	1 Business Day	59.99	100	5,999.00
McAfee Security	2 Business Days	79.99	275	21,997.25

Contestant #  
Job #