

Georgia FBLA
2017 State Leadership Conference School-site Skills Testing
Word Processing– Production Test

1. You have been assigned a “Competitor Code” on the front of your test packet. You will need to include this in the file name of every job that you attempt. You will use the following naming convention when naming your PDFs. *For example, if your competitor code is 9023 and you are working on Job 2A, your PDF file name should be “9023-2A.”* **Do not type your name or your school name on any file you create.**
2. You will have **one hour** to complete this test. Additional time will be allowed for general directions and warm-up. There is a good possibility that you may not complete every problem. Many of the problems are designed to build upon prior work; therefore, it is important that you complete the tasks in the order presented in the test. At the completion of the test or the end of the two hours, you will be allowed to create your PDFs and upload all documents you want graded. You are not allowed to make any changes to the files once the hour is over other than creating the PDFs. Each job that you want graded must be uploaded as a separate PDF.

| <u>Job No.</u> | <u>Document Type</u> | <u>Point Value</u> |
|----------------|---------------------------|--------------------|
| 1 | Two-page Letter | 10 |
| 2 | Email | 10 |
| 3 | Table | 10 |
| 4 | Reference Page | 10 |
| 5 | Mail Merge Letter | 15 |
| 6 | Table of Contents | 10 |
| 7 | Itinerary | 10 |
| 8 | Two-page Leftbound Report | 20 |
| 9 | Modified Report | 5 |

3. You should have your own pens, pencils, dictionaries, or word-division manuals. You are **not** to borrow these items from others during the test. Keyboarding books and reference manuals are **not** allowed. You are permitted to use an unmarked copy of the Format Guide that was provided in your test packet as a reference material. **You are not allowed to use your own copy of the Format Guide.**
4. You must carefully proofread all your work because results are based on accuracy of printed copy. Two (2) or five (5) points will be deducted for each typographical error. A panel of judges for this event will evaluate your documents. All decisions of the judges are final.
5. After the test begins, no help may be given to you concerning the normal operation of the equipment. However, if your machine fails, call the proctor.
6. When you have completed the exam, you will need to turn in all your materials, including the test, any pages you have printed out. You will also need to upload all documents you want graded.
7. Once you have uploaded all your documents online, you must return your testing materials to the white testing envelope that was provided.

DO NOT OPEN THE TEST UNTIL GIVEN PERMISSION TO DO SO.
GOOD LUCK!

Upload your testing materials for judging to:
<https://georgiafbla.wufoo.com/forms/2017-slc-word-processing/>

Job 1—Two-page Letter (10 points)

Please type this as a two-page letter in FBLA-PBL format. Include a table at the end for a detachable form. The letter is to Mr. Derek Walls, 1001 North Street West, Atlanta, GA 30339. The letter is from Sylvia Phillips, Judges Coordinator. Supply missing letter parts. Place italicized words into a bulleted list (but do not italicize).

I am delighted that you have decided to serve as a judge at our 2017 State Leadership Conference. We are honored to use your expertise to help determine who are among the best of Georgia's high school business students. ¶We believe that you will discover the following things from our students: ¶*That many of our students are talented individuals who are able to deliver professional presentations under immense pressure.* ¶*That today's students are able to fully research a given topic and present their findings in a meaningful manner, delivering the message in the most professional way.* ¶*That many of these students have talents and abilities that are often unfounded with many business professionals who are advanced in their careers.* ¶*That students are able to effectively answer question and work as part of team.*

I have enclosed some information that will help prepare you for this opportunity. This includes the event guidelines, judges' instructions, the topic that will be addressed by the students, and general information about Georgia FBLA. We will be meeting with all of the judges for a brief orientation on Monday, March 13, at 11:00 am. A lunch buffet will be provided. You will have the opportunity to meet with the other judges on your panel. ¶We expect that the event will last approximately four hours. You will see 16 competitors from different schools around the state. Our meeting will begin in the Olympia Room which can be found on the bottom floor of the Classic Center in Athens. If you drive to the Classic Center, please leave your vehicle in the Classic Center parking garage and bring your claim check with you to the meeting. We will validate your parking ticket so that there will be no cost to you for providing this valuable service to our members. ¶Please email the attached information to me at judges@georgiafbla.org.¶

(form)

First Name Last Name

Address

City, State, Zip

Phone

E-mail

Check yes or no if you have judged before

Check Target or Starbucks for your gift card of choice

Print Job 1: Letter with Advanced Features. Save this job as a PDF using the file name "####-1," replacing #### with your competitor code.

Job 2—Email (10 points)

Key the following email in accordance with the FBLA-PBL Format Guide. The email is to staff@lithonialighting.com, and it is from **Mrs. Susan Walker** (swalker@lithonialighting.com). Use the current date and the subject is **Environmental Challenge**. Supply all necessary email parts. Use the following paragraphs for the body of the memo.

Key the following memo in accordance with the FBLA-PBL Format Guide. The memo is to **Lithonia Lighting Representatives** from **Mrs. Susan Walker, Sales Manager**. Use the current date and the subject is **Environmental Challenge**. Supply all necessary memo parts. Use the Following paragraphs for the body of the memo.

¶Lithonia Lighting is proud to announce the complete roll out of our Environmentally Friendly Items. This new line of lighting fixtures will be completely energy efficient with a few exceptions. ¶The new promotion entitled, "The Green Life", will begin in our Southeast Market on November 1, 2016, and will go nationwide on February 15, 2017. We are proud to announce that all landfills will be sponsoring our new event and we will be giving away free doughnuts and coffee to associates and customers as the promotion grows. We are thrilled to have all landfills on board! ¶The new promotional line features outdoor lighting, ceiling fans, bathroom fixtures, and all types of compact fluorescent lighting. In the announcement of our new promotion, we plan on selling out of our recessed and fluorescent lighting within the first several days. ¶We are encouraging all associates to help out with this promotion and to be thinking about further promotions. If new promotions peak your interest, we insist that you apply for several job openings we have in our operations department.

Print to .pdf Job 2: Save this job as a PDF using the file name "####-2," replacing #### with your competitor code.

Job 3—Table (10 points)

Key the following information into a table with gridlines following the FBLA-PBL Format Guide. The first line of the table title is **Banking & Financial Systems Test Scores**. The second line of the table title is **2017 Florida District 8**. The data must be right aligned and the table must be printed with gridlines.

| School | Test 1 Score | Test 2 Score | Team Average |
|-------------|--------------|--------------|--------------|
| Nease | 96 | 82 | 89 |
| Jackson | 94 | 86 | 90 |
| Palmetto | 91 | 83 | 87 |
| North Miami | 84 | 82 | 83 |
| Wolfson | 87 | 97 | 92 |
| Bolles | 64 | 72 | 68 |

Print to .pdf Job 3: Save this job as a PDF using the file name “####-3,” replacing #### with your competitor code.

Job 4—Reference Page (10 points)

Directions: Format the following references in accordance with the FBLA-PBL Format Guide.

Blinco, B. and Dalke, J. “Organization in Under an Hour.” *Neat and Tidy Tips Bulletin*. April, 23, 2005.

Linder, B and Chupka, J. “Spring Cleaning: In the Winter?” *Organizing Your Life in Minutes*. ISSN: 4372-3598, Vol. 3, No. 6, 123-130, Fall/2003.

Ayan, O. “You Don’t Want to Be Nominated for Clean Sweep.” *Organization*, ISSN: 0332-8373, Vol. 2, No. 6, 123-134, Spring/2004.

Morganstern, J. and Scott, K. “Cleaning Up Your Life and Your Work.” *Organizational Skills for Slobs*, Vol. 19, 47-60, Winter 2004.

Linder, B. “Daily Tricks to Keep the Cleaning and Maintenance Simple.” *The International Journal of Professional Organizers*. Vol. 17, No. 14, 99-102, Spring/Summer 2002.

Print to .pdf Job 4: Save this job as a PDF using the file name “####-4,” replacing #### with your competitor code.

Job 5—Mail Merge Letter (15 points)

Key the following letter in accordance with the FBLA-PBL Format Guide. The salutation of each letter should include “Dear” with the student’s first name. The letter is from **Mr. Earl Roberts, Principal**. Supply all necessary letter parts; use the current date. New paragraphs are indicated with ¶ symbols.

Directions: Write a mail merge letter in accordance with the FBLA-PBL Format Guide. The letter is on behalf of Zumba instructor Ginger Martin to all her private clients. Her clients’ names and addresses are below:

Mrs. Aanal Janak
2550 Herington Place Drive
Atlanta, GA 30339

Ms. Sarah Johnson
23 Twigginham Court
Loganville, GA 30283

Mr. Donald Harper
182 Lumpkin Street
Athens, GA 30605

Dr. Melissa Dabney
296 Carriage Run
Lilburn, GA 30244

Supply all necessary letter parts; use the current date. The body of the letter is as follows:

Body:

We are excited to introduce a new Zumba instructor, Katie Hope, to our practice. She will offer daily classes, twice in the morning and three times in the afternoon/evenings. Katie has four years of experience teaching Zumba classes and has been a health and wellness trainer for the past twelve years.

I think you will thoroughly enjoy the classes that Katie will offer. These classes will begin on June 1. Please call Sarah at 404-288-1864 or email Katie (katie@crunch.com) if you have any questions. We have enclosed a class schedule with the times and focus areas. We look forward to seeing you meet Katie.

Print to .pdf Job 5-A: Letter showing the merge fields. Save this job as a PDF using the file name “#####-5A,” replacing ##### with your competitor code.

Print to .pdf Job 5-B: Each of the merged letters. Save this job as a PDF using the file name “#####-5B,” replacing ##### with your competitor code.

Print to .pdf Job 5-C: The data source. Save this job as a PDF using the file name “#####-5C,” replacing ##### with your competitor code.

Job 6—Table of Contents (10 points)

Format the following Table of Contents in accordance with the FBLA-PBL Format Guide. Include dot leaders and be sure that the page numbers are right-aligned.

| | |
|------------------------------|-----|
| Introduction | 1 |
| Gross Pay | |
| Hourly Pay | 4 |
| Salary | 10 |
| Other Wage Plans | 20 |
| Credit Cards | |
| Finance Charges | 37 |
| Average Daily Balance Method | 43 |
| Debt Management | 53 |
| Insurance and Investments | |
| Life Insurance | 72 |
| Bond Interest | 95 |
| Retirement Investments | 121 |
| Sales and Marketing | |
| Cash and Trade Discounts | 125 |
| Markup and Markdowns | 138 |
| Market Share | 144 |

Print to .pdf Job 6: Save this job as a PDF using the file name “####-6,” replacing #### with your competitor code.

Job 7—Itinerary (10 points)

Directions: Create the following itinerary in accordance with the FBLA-PBL Format Guide. The itinerary is for Mr. Tom Hatcher for the dates November 2-3, 2016.

Thursday, November 2

| | |
|----------|---|
| 10:00 AM | Depart Atlanta on Delta 1953 |
| 12:30 PM | Arrive in NYC-Laguardia |
| 2:00 PM | Food Cart Tour |
| 4:00 PM | Tour of Times Square Theatres |
| 5:30 PM | Dinner at Carnegie Deli |
| 7:30 PM | Tour of Empire State Building |
| 9:30 PM | Shopping and Sightseeing in NYC |
| 10:00 PM | Snack at Wafel & Dinges |
| 11:30 PM | Check into Four Points Sheraton Midtown |

Friday, November 3

| | |
|----------|---|
| 8:00 AM | Continental breakfast at hotel |
| 8:30 AM | Depart for Circle Line Tour |
| 9:00 AM | Arrive at Port 52 for Circle Line Tour |
| 11:00 AM | Rockefeller Center Tour |
| 12:30 PM | Lunch at Little Italy Pizza |
| 2:30 PM | Visit the WTC Memorial |
| 4:00 PM | Visit the African Burial Grounds Memorial |
| 5:30 PM | Dinner at Paesano's of Little Italy |
| 8:00 PM | Arrive at Minskoff Theatre for “Disney's The Lion King” |

Print to .pdf Job 7: Save this job as a PDF using the file name “####-7,” replacing #### with your competitor code.

Job 8—Two-page Leftbound Report (20 points)

Key the following report in accordance with the FBLA-PBL Format Guide. Heading levels are indicated in parentheses besides each heading.

Key the following leftbound report and an endnote page following the FBLA-PBL Format Guide. Heading types are indicated in parentheses.

Parks and Monuments (Main Heading)

¶The national parks and monuments of the Southwest are among the country’s “crown jewels.” Places of immense majesty, intimate detail, and spectacular scenic beauty, these desert and canyon landscapes have become deeply embedded in the nation’s consciousness through countless photographs and images captured by such artists as Ansel Adams and Georgia O’Keefe.

Grand Canyon (Side Heading)

¶The most popular national park in the country, Grand Canyon National Park, deserves a mention of its own. There seems to be almost as many ways to experience this giant gash in the landscape as there are visitors who venture to see it every year (4.5 million annually in the early 1990s). The Grand Canyon holds adventure and beauty for everyone, from the rushed day-trippers who drive down from Las Vegas for a few hours to lean over a guardrail at the crowded South Rim Visitor Center and to the “river rats” who spend the better part of their adult lives leading rafting groups down the swollen Colorado river for days on end. ¶Anyone coming to the canyon should make camping and motel reservations well in advance. Casual tourists who want to get away from the crowds might want to try the less populated and more remote North Rim. Dayhikers can try their stamina on one of the popular trails leading down into the canyon, such as the Bright Angel Trail from the South Rim or the North Kaibab Trail from the North Rim. Only the hardest will try a rim-to-river or rim-to-rim hike, both of which require extreme heat tolerance and a hard-to-get backcountry permit.

Hiking and Camping (Side Heading)

¶For those who want to hike and camp in the canyon but can’t get a backcountry permit (they routinely sell out far in advance, even in the off season), one interesting option is to visit the Havasupai Indian reservation just west of the national park. The town of Supai, the only village in the canyon, can be reached only by an eight-mile hike (or mule ride), and the residents still pack in most of their supplies along the trail. Four beautiful waterfalls, the highest 200 feet high, lie below the village, and visitors can set up camp and swim in the milky blue pools that lie at their base. ¶The neophyte visitor to the Southwest will want to see the Grand Canyon, of course, but shouldn’t stop there. Southwestern Utah offers Bryce Canyon’s spindly spires, Zion’s gorgeous gorges, and Capitol Reef’s abundant abutments. Monument Valley’s massive mittens sit astride the Utah-Arizona border, and Glen Canyon Dam and Lake Powell are well worth a boat tour. Last, but not least, Canyonlands and Arches National Parks near Moab, Utah, are stunning. Moab, the “mountain biking capital of the world,”² deserves special mention as a great “home base” for those wanting to explore Southeastern Utah’s canyon country. Moab features several fantastic restaurants, brew pubs, motels, river guide services, boat rentals, and even a campground with outdoor hot tubs.

Print to .pdf Job 8: Save this job as a PDF using the file name “#####-8,” replacing ##### with your competitor code.

Job 9 – Modified Report (5 points)

Modify the report from Job 8 with the following changes:

1. Change the typeface to Arial, 11 point. (Be sure to change the typeface of the page numbers to match.)
2. Change the left margin to 1.” to make the report unbound.
3. Include this paragraph as a new paragraph after the current “Parking and Monument” paragraph. (This new paragraph will appear before the Grand Canyon section.)

¶ As we move into our second century of service, we will build on the lessons learned during our centennial about the power of partnership and community engagement in amplifying the work of the National Park Service and making that work relevant to new audiences.

Print to .pdf Job 9: Save this job as a PDF using the file name “#####-9,” replacing ##### with your competitor code.