

2023 FBLA Regional Conference Computer Applications Production Test

1. **Turn off all electronic devices.**
2. Any related software may be used.
3. Each page produced should include a header or footer containing your name, school, state, and job number.
4. You have **two hours** to complete this test. Additional time will be allowed for general directions and warm-up. There is a possibility that you may not complete the entire test. Judges will consider the overall quality, as well as quantity, of your work when judging this event. Sometimes the problems are designed to build upon prior work.

Job No.	Document Type	Point Value
1	Spreadsheet	10
2	Chart	10
3	Spreadsheet	15
4	Presentation	20
5	Database with Reports and Queries	25
6	Word Processing with Mail Merge from Database Table	10
7	Word Processing Flyer	10

5. Please name all files *Lastname_Firstname_JobX.pdf* (example: *Sanders_Melissa_Job1.pdf*) to ensure that judges are always able to match the correct file with your submission.
6. At the completion of each job, **print** the job as a .pdf, and make sure you remember where it is saved on the computer. At the end of your testing time, you will upload all your .pdfs to a cloud storage space (Dropbox, Google Drive, One Drive, etc.) It is suggested that you create this cloud storage space before starting the test, and practice saving to it. **It is extremely important that the URL be publicly accessible, with no password protection.** If the judges can't access the URL, then your submission cannot be scored.
7. Proofread all work because results are based on accuracy of your documents. Your documents will be evaluated by a panel of judges, and all decisions of the judges are final.
8. 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.
9. When you have completed the test, send the URL of your cloud storage space to your state adviser so that he/she may attach it to your competitive event registration record. (Your local adviser can assist you with this.). Again, please note that it **is extremely important that the URL be publicly accessible, with no password protection.** If the judges can't access the URL, then your submission cannot be scored.
10. Remember that you will be required to complete the second portion of the competition, an objective test covering relevant theory, vocabulary, and application knowledge, during the National Leadership Conference. This objective test will count for 15 percent of your final score. Both portions of the event must be completed to be eligible for an award.
11. You will need to turn in, delete, or destroy all of your materials, including this test and any documents you may have printed, or the test will not be scored.

DO NOT OPEN THE TEST UNTIL GIVEN PERMISSION TO DO SO.

Job 1: Spreadsheet (10 points)

Column A	Column B	Column C	Column D	Column E	Column F
Washington Incorporated					
Sales 2020					
	Qtr 1	Qtr 2	Qtr 3	Qtr 4	TOTAL
Boyd	1200	1500	1800	2040	
Green	4450	5000	5050	6000	
Fuller	2450	2500	3000	2250	
Davis	3250	2000	1500	2850	
Jenkins	9800	6000	5075	1875	
Summers	6050	2500	2250	5875	
TOTAL					

1. Key the spreadsheet above.
2. Compute totals for each salesperson in Column F.
3. Below the total row, add a row for AVERAGE and compute the average for each quarter, as well as the TOTAL. Adjust width of columns where needed.
4. Add column G and name it BONUS. Devise a formula that will display a “yes” if the salesperson’s total sales for the year are \$20,000 or more. If the sales are less than \$20,000, display a “no.” Use this formula for each salesperson to determine if he/she is receiving a bonus this year. Center the results.
5. Merge and center the worksheet title. Apply the Heading 1 style to the worksheet title. Apply the Heading 3 style to the column headings in row 2 and center align.
6. Insert a blank row between the subheading and the column headings.
7. Center, bold, and italicize the column headings. Bold and italicize the total and average row headings. Shade the values for each salesperson in the total column.

Print to .pdf Job 1-A: Spreadsheet with gridlines, portrait orientation, and centered horizontally

Print to .pdf Job 1-B: Spreadsheet, landscape orientation to fit on one page showing formulas

Job 2: Chart (10 points)

Open the spreadsheet from Job 1. Create a chart showing the four quarters of sales for each salesperson.

- Create a clustered column chart with 3D effects.
- Washington Incorporated—Sales 2016 is the chart title, place it above the chart.
- Label “Salesperson” for the x-axis and “Sales Amount” for the y-axis.
- This chart should appear on a separate sheet.
- Change the alignment of the x-axis labels to 90 degrees.
- Change the size of the axis titles to 14 point.
- Change the size of the text in the legend to 12 point.
- Change the size of the chart title to 18 point.
- Change the color of the fourth series (Qtr 4) to be black.

Print to .pdf Job 2: Chart

Job 3: Spreadsheet (15 points)

Create a spreadsheet that calculates the monthly payment on a loan. The user will enter a description of the item, the sales price, the amount of the down payment, the interest rate, and the number of years. The spreadsheet will calculate the principal amount and the monthly payment. A sample Loan Calculator Spreadsheet is shown in Figure 2 below.

Figure 2

Loan Calculator	
Item	2005 Chevy Equinox
Sales Price	\$18,000.00
Down Payment	\$2,000.00
Principal	\$16,000.00
Interest Rate	8.50%
Years	5
Payment	\$328.26

Print to .pdf the spreadsheet showing the results of the following loans:

Print Number	Item	Price	Down Payment	Interest Rate	Years
Print to .pdf Job 3-A	2004 Chrysler	\$36,550	6,500	8.5%	6 ½
Print to .pdf Job 3-B	2002 Bass Boat	\$14,995	1,500	6.9%	5
Print to .pdf Job 3-C	Home, 215 Lake Drive	\$89,000	9,000	5.5%	30

Job 4: Presentation (20 points)

1. Create a presentation to be used in an upcoming Payroll meeting. You are not responsible for any slide show effects or transitions, only content.
2. Use the Title Slide as your first slide. Use Arial Black as the font, in a size appropriate for the slide. Add your name as the subtitle. Italicize the subtitle.
3. Be creative when creating the slides. You may add clip art and/or a theme.

Slide 1: The Need for Payroll and Personnel Records**Slide 2:** The Payroll Profession

Job Responsibilities of Payroll Personnel

- Time worked data
- Pay rate changes
- Tax rate changes
- Employee-authorized payroll deductions
- New employee information
- Marital and employee allowance changes

Slide 3: Many Laws Affect Payroll

- Fair Labor Standards Act
- Federal Insurance Contributions Act
- Income Tax Withholding Laws
- Unemployment Tax Acts
- Recordkeeping Requirements
- Fair Employment Laws
- Civil Rights Act of 1964

Slide 4: Human Resources Systems

- Requisition for Personnel
- Application for Employment
- Reference Inquiry
- Hiring Notice
- Employee History Record
- Change in Payroll Rate
- Employee Access—Personnel Files

Slide 5: Payroll Accounting System

- Payroll Register
- Employee's Earnings Record
- Paycheck
- Outsourcing payroll

Slide 6: Wages and Salary

- Definition of Wage and Salary
- The Minimum Wage
- Overtime Hours and Overtime Pay
- Equal Pay Act

Print to .pdf Job 4: Presentation with six slides on one page, color

Job 5: Database with Reports and Queries (25 points)

Using the data provided below, design and create a database for the Summer Adult Education Program. The database should have two tables: Course and Instructor.

Instructor Table

InstID	InstTitle	Instructor FirstName	Instructor LastName	InstructorAddress	InstCity	InstState	InstZip
In327	Mr.	Ron	Wyatt	789 122nd St.	Seattle	WA	98105-3345
In398	Mr.	Wally	Boren	411 Webber Ave.	Seattle	WA	98105-3345
In597	Dr.	Candy	Styles	456 Pine St.	Fife	WA	98222-1123
In959	Mr.	Jerry	Johnson	16212 123rd Ct.	Bellevue	WA	98104-2211
In503	Ms.	Sherry	Roberts	2164 LakeView Rd.	Seattle	WA	98105-3345

Course Table

CrsID	CourseName	Course Date	Course BeginTime	Course Length	Course Cost	Assigned Instructor
C6324	Introduction to Computers	July 16, 2021	8:00 a.m.	8 hours	\$50	In398
C1231	Communication for Professionals	July 17, 2021	8:00 a.m.	6 hours	\$45	In327
C5356	Word Processing	July 18, 2021	8:00 a.m.	4 hours	\$50	In597
C1518	Advanced Spreadsheets	July 18, 2021	1:00 p.m.	4 hours	\$50	In503
C5122	How to Write a Business Plan	July 19, 2021	8:00 a.m.	6 hours	\$35	In959

Print to .pdf Job 5-A: Create and print to .pdf a report that lists the Instructor Title, Instructor First Name, Instructor Last Name, and complete address. List the instructors in alphabetical order by last name. Include the title "Instructor List – Summer 2021" at the top of the report.

Print to .pdf Job 5-B: Create and print to .pdf a report that lists Course Name, Course Date, Course Beginning Time, and Course Cost. Include the title "Summer Adult Education Program – 2021" at the top of the report. List the classes in order by date and beginning time. (This same information will be used later in Job 7.)

Print to .pdf Job 5-C: Create and print to .pdf a query that lists the Course ID, Course Name, and Instructor First Name and Last Name of all courses that will be taught on July 18, 2021.

Print to .pdf Job 5-D: Create and print to .pdf a query that lists the Course ID and Course Name of all the courses that cost \$50.

Print to .pdf Job 5-E: Create and print to .pdf a query that lists the Instructor First Name and Last Name of all instructors teaching courses that cost less than \$50.

Print to .pdf Job 5-F: Create and print to .pdf a query that lists the Title, First Name, Last Name, and City of all the instructors who live outside of Seattle.

Print to .pdf Job 5-G: Create and print to .pdf a query that lists the Instructor Title, First Name, Last Name, Address, City, State, and Zip from the Instructor Table; and the Course Name, Course Date, Begin Time and Course Length from the Course Table. (This query will also be used for the mail merge letter in Job 6.)

Job 6: Word Processing with Mail Merge from Database Table (10 points)

Use the data from the database query you created in **5-G** as the data source for the following mail merge letter.

Key the letter according to the FBLA-PBL Format Guide. The salutation of each letter should include "Dear" with the instructor's title and last name (for example, Dear Ms. Smith). The letter is from Mr. Rodney Roberts, Coordinator, Adult Education Program. Supply all necessary letter parts; use the current date. Use the following paragraphs for the body of the letter:

¶Plans for the Summer Adult Education program have been finalized. The courses have been scheduled and our instructors have been assigned. Thank you once again for agreeing to teach a course in our program. The adult learners gain so much from this program and continue to come back year after year. ¶You have been scheduled to teach <Course Name> on <CourseDate> beginning at <BeginTime>. This course is scheduled to last for <CourseLength> hours. ¶A complete schedule of courses is enclosed for your information. You are welcome to attend as many of the courses as you wish, free of charge. As always, lunch will be provided for the instructors in the staff lounge at Noon each day. I look forward to seeing you on <CourseDate>. If I can be of assistance or answer any questions before then, please do not hesitate to call me.

Print to .pdf Job 6-A: The letter showing the merge fields.

Print to .pdf Job 6-B: The merged letters.

Job 7: Word Processing Flyer (10 points)

Use the following information to create a flyer for the Summer Adult Education Program. Be creative with your use of clip art and appropriate type sizes and styles. Include a page border of some type on the flyer, and make use of the full page. Additional instructions are given in parentheses.

The Seattle Adult Education Center

announces

The 2021 Summer Adult Education Program

This year's courses include:

(List the Course Name, Course Date, Beginning Time, and Cost of each Course—this is the same information in the report you created in problem 5-B.)

Registration begins immediately and space is limited. Call the Adult Education Center at 1-801-555-1122 to reserve your space soon.

Course fees may be paid by cash, check, Visa, or MasterCard. Cancellations will be accepted if cancelled 48 hours prior to the beginning of the course. Substitutions will be accepted at any time until the course begins.

All courses will be held at the Seattle Adult Education Center at 5195 School Drive. For directions and more information, visit www.seattleadulthoodeducation.com or call Rodney at 1-801-555-1122.

Print to .pdf Job 7: The flyer.