



WORD PROCESSING

Category: Production & Objective Test
Type: Individual
Format Guide: <http://docdro.id/mPmLGgO>

Overview: Two (2) parts: a production test administered and proctored at a designated school-site prior to the RLC and SLC. A 60-minute objective test will be administered onsite at SLC. Competitors must participate in both parts to be eligible for an award.

Production Test Competencies

- Production of All Types of Business Forms
- Letters and Mail Merge
- Memos
- Tables
- Reports (including statistical)
- Materials from Rough Draft and Unarranged Copy
- Email Messages

Objective Test Competencies

- Basic Keyboarding Terminology and Concepts
- Related Application Knowledge
- Advanced Applications
- Document Formatting Rules and Standards
- Grammar, Punctuation, Spelling, and Proofreading
- Printing

Eligibility

- Each chapter may submit one entry. The first- and second-place regional winner will compete at the state level.
- Competitors must pay dues by March 1.

Timeline

Home-site Production

Test: 1 hour

Objective Test (SLC only): 1 hour

A panel of judges will select the winners; all decisions are final. The number of awards presented will be determined by the judges. The maximum number of awards will be three (3) at the regional level and five (5) at the state level.