2024-25 Competitive Events Guidelines

Word Processing

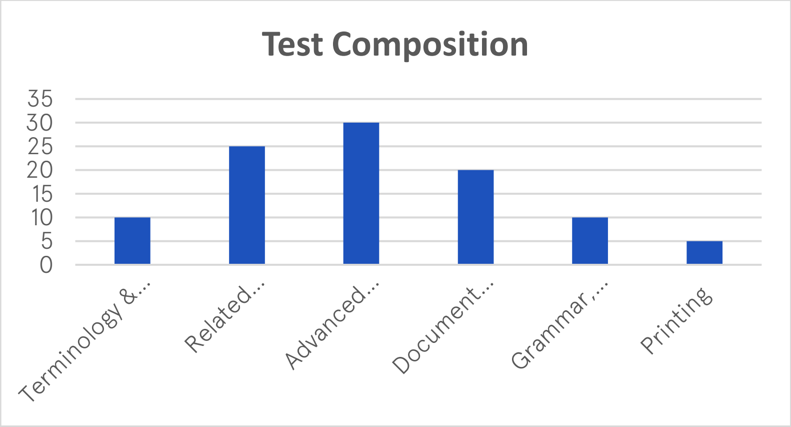
Word Processing provides members with the opportunity to demonstrate knowledge around competencies in the utilization of word processing software. This competitive event consists of an objective test and production test. It aims to inspire members to learn about how to use a computer to create, edit, save, and print documents.

Event Overview

Division: High School
Event Type: Individual
Event Category: Production
Event Elements: Objective Test, 100-multiple choice questions (breakdown of question by competencies below) and Production Test
Objective Test Time: *50 minutes*
Production Test Time: *60 minutes*
NACE Connections: Career & Self-Development

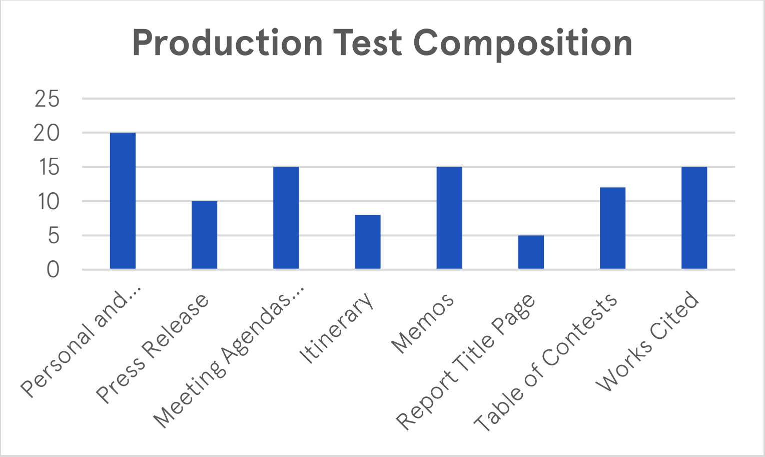
Objective Competencies

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



Production Test Competencies

- Personal and Business Letters
- Press Release
- Meeting Agendas & Minutes
- Itinerary
- Memos
- Report Title Page
- Table of Contents
- Works Cited



District/Region/Section

Objective and production testing will take place prior to the District Leadership Conference. Production testing information will be emailed to the local adviser after registration closes. The local adviser will be responsible for submitting the production test as a prejudge asset in the registration system. Check the Call to Conference for your District for specific instructions and deadlines.

State

Production testing will take place prior to the State Leadership Conference. Production testing information will be emailed to the local adviser after registration closes. The local adviser will be responsible for submitting the production test as a prejudge asset in the registration system.

Any events with an objective test will have an online testing component on-site at the State Leadership Conference. See below for list of required competition items; Colorado FBLA requires the same items set by National FBLA at our State Leadership Conference.

National

Required Competition Items

	Items Competitor Must Provide	Items FBLA Provides
Objective Test	• Sharpened pencil • Fully powered device for online testing • Conference-provided nametag • Photo identification • Attire that meets the FBLA Dress Code	• One piece of scratch paper per competitor • Internet access • Test login information (link & password)
Production Test	• Fully powered device for production test • Conference-provided nametag • Photo identification • Attire that meets the FBLA Dress Code	• Production test tasks • Internet access for submission

Important FBLA Documents

- Competitors should be familiar with the Competitive Events Policy & Procedures Manual, Honor Code, Code of Conduct, and Dress Code.

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on March 1 of the current program year.
- Members may compete in an event at the National Leadership Conference (NLC) more than once if they have not previously placed in the top 10 of that event at the NLC. If a

member places in the top 10 of an event at the NLC, they are no longer eligible to compete in that event.

- Members must be registered for the NLC and pay the national conference registration fee to participate in competitive events.
- Members must stay in an official FBLA hotel block to compete.
- Each state may submit four entries per event.
- Each member can only compete in one individual/team event and one chapter event (American Enterprise Project, Community Service Project, Local Chapter Annual Business Report, Partnership with Business Project).
- Each competitor must compete in all parts of an event for award eligibility.
- Picture identification (physical or digital: driver's license, passport, state-issued identification, or school-issued identification) matching the conference nametag is required when checking in for competitive events.
- If competitors are late for their assigned production and/or objective test time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start in the morning before the Opening Session of NLC. The schedules for competitive events are displayed in the local time of the NLC location. Competitive event schedules cannot be changed.

Recognition

- The number of competitors will determine the number of winners. The maximum number of winners for each competitive event is 10.

Event Administration

- This event has two parts: Objective Test and Production Test
- Objective Test
    - The objective test is administered online at the NLC.
    - No reference or study materials may be brought to the testing site.
    - No calculators may be brought into the testing site; online calculators will be provided through the testing software.
    - Competitors may flag questions within the online testing platform for the Competitive Events Committee to review before finalizing results at the NLC.
- Production Test
    - The production test is administered online at the NLC.
    - The production test is a set of tasks based on the competencies for the competitor to complete.
    - Calculators cannot be used on the production test.
    - The Format Guide, found on the Competitive Events website (www.fbla.org) can be used for the production test.

Scoring

- Production Test is 85% of the total score. If there is more than one section of competitors, the production test scores will be normalized (using standard deviation) and the normalized score is 85% of the total score.

- Objective Test is 15% of the total score.
- The Production Test score will be used to break a tie.
- All announced results are final upon the conclusion of the National Leadership Conference.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Penalty Points

- Competitors may be disqualified if they violate the Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to the testing site.

Electronic Devices

- Unless a pre-approved accommodation is in place, all cell phones, smart watches, and headphones must be turned off and put away before competition begins. Any visibility of these devices will be considered a violation of the Honor Code.

Study Guide: Competencies and Tasks

A. Basic Keyboarding Terminology and Concepts

1. Key alphabetic, numeric, and symbol information using a touch system and correct techniques.
2. Increase keyboarding speed and accuracy.
3. Demonstrate the use of the backspace, delete, and insert keys.
4. Explain the purpose and features of help menu.
5. Manipulate data/software/operating system using function keys, icons, touch screens, bars, and pull-down menus.
6. Demonstrate a basic understanding of issues regarding software copyright, software licensing, and software copying.
7. Discriminate between ethical and unethical uses of computers and information.
8. Identify steps in the word processing cycle with correct use of word processing terminology.
9. Explain the difference between a soft return and a hard return/page break.
10. Describe the difference between horizontal and vertical centering.
11. Describe shortcut keys/commands.
12. Set and clear tabs in a document.

B. Related Application Knowledge

1. Use a wizard to create miscellaneous documents such as letters, emails, and calendars.
2. Create new documents using templates.
3. Create/compose a variety of documents (e.g., letters, memoranda, reports, newsletters, tables, and brochures).

4. Use a word processing program to create a document with headers, footer, and footnotes.
5. Create, modify, and format tables (e.g., insert and delete rows and columns, merge cells and change height and width).
6. Create bulleted list, numbered lists, and outlines.
7. Create and use folders to keep documents organized (e.g., move, copy, rename, and delete files and folders).
8. Insert special symbols or characters into a document.
9. Insert the date and time into documents, both as an updatable and no changing date.
10. Create and revise a columnar document such as a newspaper column.
11. Describe and explain when to and how to use leader tabs.
12. Cut, copy, paste, and paste special using the clipboard.
13. Use the following views: Print preview, normal view, page layout view, zoom view, and Web page preview.
14. Create envelopes and labels.
15. Send a word processing document via e-mail.
16. Use spell and grammar check in composing documents.
17. Use the thesaurus to find synonyms.
18. Copy and move text, using various cut and paste methods (e.g., keystrokes, mouse, menu options, and toolbar).
19. Set widow/orphan protection in a document.
20. Insert, change, and format page numbers.
21. Use the Undo, Redo, and Repeat command.
22. Discuss file properties.
23. Use save and save as for name, location, or format of document.
24. Locate and open an existing document.
25. Design and create a simple form.
26. Create and apply frequently used text with AutoCorrect.
27. Use the AutoComplete feature.
28. Insert and modify tables, diagrams, and charts.
29. Insert breaks. (Page, Section, Column, etc.)

C. Advanced Applications

1. Create documents using merge functions.
2. Create and use macros/auto test.
3. Create and manipulate graphics (e.g., add color, rotate, resize, and crop).
4. Develop templates.
5. Convert word processing document to HTML
6. Insert and modify hyperlinks in all types of documents.
7. Create a master document including table of contents and index.
8. Integrate a variety of software applications (e.g., databases, graphics, and spreadsheets) into a word processing document.
9. Produce documents using appropriate style from a style library.
10. Create a professional document (e.g., brochure, annual report, newsletter, and catalog) demonstrating established principles of layout design in desktop publishing.
11. Import text and graphics from other sources (e.g., internet, CD-ROM, scanner, digital camera, and other files).
12. Create a primary file by merging variable information.
13. Create a boilerplate to assemble a document.

14. Complete on-screen and pre-printed forms.
15. Design complex tables (e.g., embed worksheets and link Excel data).
16. Insert, position, and size objects into a document (e.g., WordArt, clip art, images, text boxes, watermarks, diagrams, and charts).
17. Use collaboration features and manage comments by inserting, modifying, deleting, tracking, accepting, and rejecting.
18. Create, modify, and import data into charts.
19. Create multiple versions of a document.
20. Protect documents.
21. Customize toolbars and menus.
22. Create Web pages with text and graphics using word processing software being sure to include title, tables, bulleted lists, hyperlinks, and scrolling text.

D. Document Formatting Rules and Standards

1. Edit and create documents that use the document and paragraph alignments of left, center, right, and justify.
2. Set character, line, and paragraph spacing options such as single, 1.5 and double space and special spacing before or after the paragraph.
3. Use indentation options (e.g., left, right, first line and hanging).
4. Add borders and shading to tables, paragraphs, and pages using a variety of borders and shading in color and patterns.
5. Create and use horizontal and vertical lines of various types and sizes to separate and emphasize.
6. Change the margins for a selection or section of the text and/or a document (e.g., left, right, top and bottom).
7. Change a document to use landscape orientation.
8. Enhance documents by using different fonts, font sizes, and features such as bold, italics, caps, and underline.

E. Grammar, Punctuation, Spelling, and Proofreading

1. Proofread documents to insure correct grammar, spelling, and punctuation.
2. Apply language rules, proofreader's marks, and reference materials when editing copy.
3. Preview a document prior to printing.
4. Edit documents using techniques such as delete, insert, typeover, block, move, and copy.
5. Use the find/search and replace feature to edit a document.

F. Printing

1. Set printer specifications (e.g., choose printer, select page range, and number of copies).
2. Retrieve and print documents and parts of a document.
3. Print in landscape and portrait orientations.
4. Prepare/print envelopes and labels.
5. Prints or publishes hard copies that meets publication and design standards.

Word Processing Rating Sheet High School

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Personal and Business Letters: *Copy entered correctly*	0 points	1-2 points	3-4 points	5-6 points	
Personal and Business Letters: *Correct formatting*	0 points	1-3 points	4-6 points	7 points	
Personal and Business Letters: *Advanced features created correctly*	0 points	1-3 points	4-6 points	7 points	
Press Release: *Copy entered correctly*	0 points	1-2 points	3-4 points	5 points	
Press Release: *Correct formatting*	0 points	1-2 points	3-4 points	5 points	
Meeting Agendas & Minutes: *Copy entered correctly*	0 points	1-3 points	4-6 points	7 points	
Meeting Agendas & Minutes: *Correct formatting*	0 points	1-3 points	4-6 points	7-8 points	
Itinerary: *Copy entered correctly*	0 points	1 point	2-3 points	4 points	
Itinerary: *Correct formatting*	0 points	1 point	2-3 points	4 points	
Memos: *Copy entered correctly*	0 points	1 point	2-3 points	4 points	
Memos: *Correct formatting*	0 points	1 point	2-3 points	4 points	
Memos: *Advanced features created correctly*	0 points	1-3 points	4-6 points	7 points	
Report Title Page: *Correct formatting*	0 points	1-2 points	3-4 points	5 points	
Table of Contents: *Copy entered correctly*	0 points	1-2 points	3-4 points	5-6 points	
Table of Contents: *Correct formatting*	0 points	1-2 points	3-4 points	5-6 points	
Works Cited: *Copy entered correctly*	0 points	1-2 points	3-4 points	5 points	
Works Cited: *Correct formatting*	0 points	1-3 points	4-7 points	8-10 points	
				Total (100 points)	

Name(s):		
School:		
Judge Signature:		Date:

Comments: