


FBLA High School Computer Applications Production Test Rating Sheet - 2024 State		
	Points Possible	Points Earned
Job 1: Income Statement Spreadsheet		
Job 1-A: information entered correctly, formatted properly, correct results	20	5
Job 1-B: formulas page --formulas all correct	10	0
Total Possible for Job 1	30	5
Job 2: Spreadsheet with Charts		
2-A: pie chart created and formatted correctly	5	3
2-B: column chart created and formatted correctly	5	2
Total Possible for Job 2	10	5
Job 3: Presentation		
Slides and copy correct based on instructions	6	6
Template and clip art added appropriately	4	4
Printed and saved correctly with title slide printed on its own page and slides 2-11 printed as 6 slides to a page	5	5
Total Possible for Job 3	15	15
Job 4: Database		
Job 4-A: table created correctly and data entered accurately (owners)	6	6
Job 4-B: table created correctly and data entered accurately (pets)	6	6
Job 4-C: Owners Report properly created and formatted per instructions	5	5
Job 4-D: query correct	3	1
Job 4-E: query correct	3	0
Job 4-F: query correct	3	0
Job 4-G: labels correct and properly formatted	4	0
Total Possible for Job 4	30	18
Job 5: Mail Merge		
Job 5-A: letter showing merged fields - entered and formatted correctly	5	2
Job 5-A: letter showing merged fields - merge correctly set up	5	2
Job 5-B: merged letters - all four letters merged and printed	5	2
Total Possible for Job 5	15	6
Total Possible	100	49
Student Name: Ardit Pacuku		
School: Lehigh CTI		
State: Pennsylvania		
Judge's Signature:  3/20/2024 08:03:31 PM UTC		

Comments:

Judge Notes

Focus on one that you are good at and do it well. Too many missing parts