

Name: _____ Job Title: Administrative Assistant

Review Sheet for BAT Exam
Your work as an Administrative Assistant for Mrs. Florian

PUBLISHER:

1. Create a business card for me (be creative☺):
Mrs. Sheryl Florian
Vocational Director
90 Livingston Blvd.
Gaylord, MI 49735
(989)731-0969 EXT 1286
FAX (989)731-2585
florians@gaylord.k12.mi.us
2. Create a greeting card for my mom's birthday, which is on 2/24☺
3. Create a certificate or award to my favorite restaurant-Outback Steakhouse
4. Create a letterhead for me using the information from #1.
5. Create a calendar for me using the attached information for the month of January.-See Calendar on back page.
6. Create a 1 page newsletter about BAT☺.

VOCABULARY-Please define the following:

- | | |
|-----------------------------|--------------------------|
| 1. Modem | 27. Resume |
| 2. Desktop | 28. Cover Letter |
| 3. RAM | 29. Interview |
| 4. Multitasking | 30. Thank You Letter |
| 5. Megabyte | 31. Employee |
| 6. Gigabyte | 32. Employer |
| 7. Network | 33. Human Resources |
| 8. Server | 34. Work Permit |
| 9. Booting | 35. Hourly Rate |
| 10. Hard Drive | 36. Overtime Rate |
| 11. Hardware | 37. Salary |
| 12. Pixel | 38. Bonus |
| 13. ROM | 39. Gross Pay |
| 14. Software | 40. Deductions |
| 15. Suite | 41. Insurance |
| 16. CPU | 42. Canceled Check |
| 17. Default Directory | 43. Outstanding Check |
| 18. Job Application | 44. Bank Statement |
| 19. Federal Withholding Tax | 45. Reconcile |
| 20. State Withholding Tax | 46. Endorse |
| 21. FICA Tax | 47. Deposit Ticket |
| 22. Medicare Tax | 48. Register |
| 23. Child Support | 49. Check |
| 24. Garnishes | 50. Wire Transfer |
| 25. Uniform | 51. Non-sufficient Funds |
| 26. Pay Period | 52. Stop Payment Order |

Microsoft Word:

1. Create and format the following MEMO for me:
MARGINS-Left & Right 1", Top 2"

TO: Teacher of Your Choice, **FROM:** Sheryl Florian

DATE: Current Date, **SUBJECT:** Scholarship and Recognition Night

I am writing this memo to thank everyone for being so supportive at the Scholarship and Recognition Night. It is great that we have such supportive teachers in our department that care so much for kids.

By attending this event it shows your dedication to your department, program and students. Parents recognize the importance of hard work in your program. The more positive feedback that students here about your program the greater number of students you will have enrolled in your program thus will build our department.

Again, I want to thank you for your participation in such an eventful evening.

xx

2. Create and format the following block style letter, using open punctuation. (Know the modified block style letter and mixed punctuation too). Insert YOUR NAME where there are blank lines.

Current Date

To Whom It May Concern:

It is my pleasure to write a letter of recommendation for _____ . I had _____ in my Business Applied Technology class.

One of _____'s most impressive qualities was her/his ability to be involved in so many activities during her/his high school years, while working an average of 20 hours per week. _____ participated in the Volunteer Center Board, Youth Advisory Council Committee, Alpenfest and Gus Macker. _____ worked at Cellular One during her/his junior year and worked at Nu-Way Kitchen and Bath during her/his senior year.

_____ always completed the tasks necessary to reach her/his goals and objectives. She/He was very serious about her/his class work and had set high achievement goals for herself/himself. _____ completed her/his work in a top quality manner.

It has been a pleasure to have had the opportunity to work with _____ and I wish her/him the very best at _____ University!

Sincerely,
Mrs. Sheryl Florian
Vocational Director

xx

Powerpoint:

1. Create a 5 slide powerpoint presentation about “YOU”.

I am looking to hire you. Why should I hire you? Sell yourself! Use cool backgrounds, animation, pictures, etc.

Excel:

Answers for the payroll spreadsheet:

TOTAL	\$2,372.25	\$63.75	\$2,436.00	\$168.75	\$36.54	\$77.95	\$2,152.76
	Regular	O.T.	Gross	Federal	State	FICA Tax	Net
	Pay	Pay	Pay	Tax	Tax		Income