

2025–2026 Competitive Events Guidelines

Word Processing



Word Processing challenges members to demonstrate their proficiency in using word processing software to create, edit, format, and produce professional documents. Through a production test, members apply essential skills used in academic and workplace settings.

Event Overview

Division	Middle School
Event Type	Individual
Event Category	Production
Event Elements	Production Test

Educational Alignments

Career Cluster Framework Connection	Management & Entrepreneurship
NACE Competency Alignment	Career & Self-Development, Communication, Critical Thinking, Professionalism, Technology

Knowledge Areas

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

Production tests are based on the knowledge areas and competencies outlined for this event. Detailed competencies can be found in the study guide included in these guidelines.

State

Check with your State Leader for state-specific competition information and deadlines.

National

Required Competition Items

Items Competitor Must Provide	Items FBLA Provides
• Fully powered device for production test, including all needed programs installed for the production test • Printed Production Test Reference Guide • Conference-provided nametag • Attire that meets the FBLA Dress Code	• Production test tasks • Internet access for submission

2025–2026 Competitive Events Guidelines

Word Processing



Important FBLA Documents

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

Eligibility Requirements

To participate in FBLA competitive events at the National Leadership Conference (NLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on March 1 of the current school year.
- **Repeat Competitors:** Members may only compete in an event at the 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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.
- **Conference Registration:** Members must be officially registered for the NLC and must pay the national conference registration fee to participate.
- **Official Hotel Requirement:** To be eligible to compete, competitors must stay within the official FBLA housing block.
- **State Entry Limits:** Each state may submit up to four entries per event.
- **Event Participation Limits:** Each member may participate in:
 - One individual or team event, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the National Leadership Conference.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the NLC host city.
 - Schedule changes are not permitted.

Event Administration

- **Production Test Time:** 1 hour
- This event consists of a production test that is proctored and completed on-site at the National Leadership Conference (NLC).
- Competitors will complete a set of tasks aligned to the event knowledge areas and competencies.
- The **Production Test Reference Guide**, available on the Competitive Events section of the FBLA website (www.fbla.org), may be used during the test.

2025–2026 Competitive Events Guidelines

Word Processing



Scoring

- The rating sheet will be provided on-site along with the production test.
- Normalized production scores (using standard deviation, if multiple sections are used) will determine the top winners.
- If there is a tie, the rating sheet will be used to break the tie. The competitor who earns the highest score earliest in the order of the rating sheet will be ranked higher.
- All judging decisions are final. Results announced at the National Leadership Conference are considered official and will not be changed after the conclusion of the National Leadership Conference.

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 their assigned presentation time.

Recognition

- A maximum of 10 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Electronic Devices

- Unless approved as part of a documented accommodation, all cell phones, smartwatches, electronic devices, and headphones must be turned off and stored away before the competition begins. Visible devices during the event will be considered a violation of the FBLA Honor Code.

2025–2026 Competitive Events Guidelines

Word Processing



Study Guide: Knowledge Areas & Competencies

A. Related Application Knowledge

1. Use the Production Test Reference Guide to create miscellaneous documents.
2. Use a word processing program to create a document with headers and footers.
3. Create, modify, and format tables (e.g., insert and delete rows and columns, merge cells and change height and width).
4. Create bulleted list, numbered lists, and outlines.
5. Create and use folders to keep documents organized (e.g., move, copy, rename, and delete files and folders).
6. Insert special symbols or characters into a document.
7. Insert the date and time into documents, both as an updatable and no changing date.
8. Create and edit a document formatted in columns.
9. Describe and explain when to and how to use leader tabs.
10. Cut, copy, paste, and paste special using the clipboard.
11. Create envelopes and labels.
12. Use spell and grammar check in composing documents.
13. Use the thesaurus to find synonyms.
14. Copy and move text, using various cut and paste methods (e.g., keystrokes, mouse, menu options, and toolbar).
15. Insert, change, and format page numbers.
16. Use the Undo, Redo, and Repeat command.
17. Use save and save as for name, location, or format of document.
18. Create and apply frequently used text with AutoCorrect.
19. Use the AutoComplete feature.
20. Insert and modify tables, diagrams, and charts.
21. Insert breaks. (Page, Section, Column, etc.)

B. Advanced Applications

1. Create and manipulate graphics (e.g., add color, rotate, resize, and crop).
2. Insert and modify hyperlinks in all types of documents.
3. Produce documents using appropriate style from a style library.
4. Insert, position, and size objects into a document (e.g., pictures, images, text boxes, watermarks, diagrams, and charts).
5. Use collaboration features and manage comments by inserting, modifying, deleting, tracking, accepting, and rejecting.

C. 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.

2025–2026 Competitive Events Guidelines

Word Processing



8. Enhance documents by using different fonts, font sizes, and features such as bold, italics, caps, and underline.

D. Grammar, Punctuation, Spelling, and Proofreading

1. Proofread documents to ensure correct grammar, spelling, and punctuation.
2. Preview a document prior to printing.
3. Edit documents using techniques such as delete, insert, move, and copy.
4. Use the find/search and replace feature to edit a document.

E. Printing

1. Set printer specifications (e.g., choose printer, select page range, and number of copies).
2. Demonstrate how to save or export a document as a PDF or other file format.
3. Print in landscape and portrait orientations.
4. Prepare/print envelopes and labels.

The Study Guide represents all knowledge areas that may be covered in the production test.