

2010 Provincial Skills Canada Competition

Scope Document

Edmonton Expo Centre, Edmonton

May 12 & 13, 2010

EVENT: IT Office Software Applications (Level 1)	LEVEL: Secondary (Grade 10 - 12)
START TIME May 12 th : 8:45 am May 13 th : 9:00 am	LOCATION: Edmonton Expo Centre, Edmonton
THEORY EXAM: No	DURATION: 8 hrs (two days)
WORLDSKILLS TRADE #: 9	REGIONALIZED EVENT: No

GENERAL DESCRIPTION

Purpose of the Challenge:

Evaluate each contestant's understanding and ability in using Microsoft Office to complete Word Processing, Spreadsheet, and PowerPoint challenges. Both Microsoft Office 2003 and Microsoft Office 2007 can be used.

Skills and Knowledge to be Tested:

Students should be prepared for the competition by developing the following skills. All high school grade levels can participate in the competition (Note: Only the gold medalist of level 2 will go on to the Canadian Skills Competition).

Word processing may include, but is not limited to:

- Block and semi-block styles for producing a business letter.
- Basic formats for preparing single and multi-page business documents (ie. memos, reports, correspondence and tables).
- Accurate keyboarding and editing skills including proofreading.
- Enhance documents and formatting of text.
- Produce a variety of attractively displayed information including multi-column tasks.
- Read and follow specific directions.
- Insert, manipulate and use images, drawing shapes, WordArt, diagrams, illustrations and charts to enhance documents.
- Display information using different page orientations.

Spreadsheet applications may include, but are not limited to:

- In-depth knowledge of spreadsheet layout, formulas and functions such as sum, mean, minimum, maximum, date and time.
- Create and edit spreadsheets that may include mixed cell addressing and mathematical formulas.
- Insert headers and footers, view split screen, and print final version displaying formulas.
- How to access data and develop a spreadsheet to answer specific questions.
- Create chart graphs.
- Print spreadsheet information in various forms (ie. change page orientation, set print options, display formulas).



PowerPoint applications may include, but are not limited to:

- Create well organized presentations
- Apply backgrounds, animations, timings, and transitions.
- Knowledge and use of advanced functions.
- Insert, modify and format text and various forms of visual content that may include shapes, charts, tables, graphics, WordArt and diagrams.
- Link and embed objects from various Office applications.
- Create customized presentations including work with various masters.

EQUIPMENT & MATERIALS

Equipment and Materials supplied by Committee:

Hardware:

Compatible Pentium type microcomputers (IBM only) with monitors and a two button mouse.

Software:

Windows XP
Microsoft Office 2003
Microsoft Office 2007

The competitor should bring an HB pencil and eraser

RELATED CAREER AND TECHNOLOGY STUDIES MODULES:

INF1030: Word Processing 1 INF1070: Digital Presentation
INF1060: Spreadsheet 1

Descriptions of all modules are located at the following website:

[HTTP://EDUCATION.ALBERTA.CA/TEACHERS/PROGRAM/CTS/PROGRAMS-OF-STUDY.ASPX](http://education.alberta.ca/teachers/program/CTS/PROGRAMS-OF-STUDY.ASPX)

JUDGING CRITERIA

- Final Documents produced at the end of the allotted time.
- Completion
- Accuracy
- Format

ADDITIONAL NOTES

Please inform Skills Canada Alberta before March 17 whether you wish to use Microsoft Office 2003 or Microsoft Office 2007.

The winner of this Level I competition **does not** represent Alberta at the Canadian Skills Competition.

Questions will be asked on a template form similar to the template used at the Canadian Skills Competition. See examples of these questions provided at the end of this scope.

SCHEDULE:



DAY 1		DAY 2	
Word Processing	9am - 12pm	PowerPoint Presentations and Graphics	9am - 11am
Spreadsheet	1pm - 4pm		

COMMITTEE MEMBERS

Susan Gwin (Chair)	Ross Sheppard High School
Roger Moore	NorQuest College
Brenda Thain	Salisbury Composite High School
Linda Wilson	NorQuest College
Linda Raymond	Keyano College
Dean Bittman	Jack James High School
Heather Rourke	ATB Financial
Rupinder Sidhu	Encana

Example Questions Attached

DOCUMENT PROCESSING SAMPLE

Pre-requisites: none

Action Required

New Document Edit Document

Document Type

Letter
 Report
 Publicity
 Material
 Mail Merge
 Other

Formatting

Portrait
 Landscape
 Specific Margins
 .75" left and right
 Text font/attributes
 Times New Roman
 12; Arial 16, 12, 8

Automation of Document

Macro
 Template
 Icon
 Autotext – Automatically
 updates the date

Filenames

Save documents as: Letter1.doc
 Template:
 Import data from: data.txt, logo2.jpg

Print Details

No. originals: 1
 Special Instructions:

Special Instructions

- Use an acceptable business format.
- Replicate display information shown on Data Sheet 2.
- Apply image as a picture watermark, washout
- Left-align the task number and competitor number in a footer.

SPREADSHEETS SAMPLE

Action Required

- New Worksheet Edit Workbook Data Entry Import Data Macro
 Sales09 Business.xls Monthly.xls

Formulas Required

- Sales Total
- Item Prices Average

Output Required

- Print 1 copy with values fully displayed
- Print 1 copy with formulas fully displayed
- Print chart

Chart Required

- Column Chart illustrating the total sales by month
 - landscape orientation
 - Title: Total Sales by Month, Arial font, italics, 24 pt, red
 - No Gridlines, No Legend
 - Values are labelled
 - worksheet name: Chart

Special Instructions

- Merge and Center a Title: Business Sales January to June (font Arial, Bold, 16 pt, blue)
- Body font size: 12 pt, Times New Roman
- Column headings: Center and Italics
- Conditional format column "Sales": cell color blue, text yellow when sales are below \$75,000.00
- Save as Business.xls
- Insert Competitor # at left margin in a footer