

2010 Provincial Skills Canada Competition

Scope Document

Edmonton Expo Centre, Edmonton

May 12 & 13, 2010

EVENT: IT Office Software Applications (Level 2)	LEVEL: Secondary (Grade 10 - 12)
START TIME May 12 th : 8:45 am May 13 th : 9:00 am	LOCATION: Hall B, Edmonton Expo Centre, Edmonton
THEORY EXAM: Yes - database, in addition to practical database test.	DURATION: 10 hrs (two days)
WORLDSKILLS TRADE #: 9	REGIONALIZED EVENT: No

GENERAL DESCRIPTION

Purpose of the Challenge:

To evaluate each contestants' understanding and use of Microsoft Office in advanced word processing, spreadsheets, database management, presentations, and graphics. Contestants should be prepared to tackle challenges that involve advanced software capabilities. 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 learning and applying ALL the features and functions of Microsoft Access, Excel, PowerPoint, and Word. Students from any high school grade may compete if they are knowledgeable in the following program areas:

Word Processing may include but are not limited to:

- Knowledge of advanced formats for preparing single and multi-page business documents (ie. correspondence, memos, reports, manuscripts, etc.).
- 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.
- Preparing documents for merging.
- Enumerate/outline numbering.
- Insert, manipulate and use images, drawing shapes, WordArt, diagrams, illustrations and charts to enhance documents.

Spreadsheet Applications may include but are not limited to:

- In-depth knowledge of spreadsheet layout, formulas and advanced functions such as sum, mean, minimum, maximum, date and time.
- Create more complex spreadsheets which include linked cells, mixed cell addressing and mathematical formulas.
- Insert headers and footers, view split screen, and print final version displaying formulas.
- Access data and develop a spreadsheet to answer specific questions.
- Create complex chart graphs and charts.
- Plan and design a spreadsheet in order to predict and forecast using "what if" scenarios.
- Import data from files of various types.



- Incorporate macros in a spreadsheet (e.g. to edit data, to replace cells).
- Use advanced formulas and functions such as “if-statements” and “look-ups”.
- Enhance and modify complex charts and graphs, and determine which type to use for a given situation.

Database applications may include but are not limited to:

- Develop and create a database involving advanced features.
- Design and develop fields in multiple tables.
- Develop appropriate relationships between the fields.
- Search and query database files at an advanced level to retrieve requested information.
- Use mathematical operators, wildcards and dates when designing and running queries.
- Prepare advanced reports.
- Link tables.
- Merge databases with other documents.
- Analyze the data generated by the database queries.

Presentations and graphics 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 desktop computer (PC only) with monitor and mouse.

Software:

Microsoft Office 2003 (available on request)

Microsoft Office 2007

Microsoft XP

* Appropriate business attire must be worn.

* Competitors will be using Word, Excel, Access, and PowerPoint applications.

* Office 2007 will be utilized at the national competition in Kitchener-Waterloo, Ontario. Office 2003 will be available at Nationals upon request.

* Competitor should bring an HB pencil and eraser for the theory exam

RELATED CAREER AND TECHNOLOGY STUDIES MODULES:

INF1070: Digital Presentations

INF2090: Correspondence

INF1050: Database 1

INF2100: Reports

INF2080: Spreadsheet 2

INF3095: Productivity Software Integration

INF3060: Word Processing 3

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

The winner of Level 2 IT Office Software Applications moves on to the Canadian Skills Competition in Kitchener-Waterloo, Ontario, May 20- 23, 2010.

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.

Please inform Skills Canada Alberta prior to March 17 which software, Microsoft Office 2003 or Microsoft Office 2007, you will be using during competition.

SCHEDULE:

DAY 1		DAY 2	
Word Processing	9am – 12pm	Presentations & Graphics	9am - 11am
Spreadsheet	1pm - 4pm		12:00pm - 2:00pm
		Database	

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.

PRESENTATION AND GRAPHICS SAMPLE

Pre-requisites: None

Action Required

New Presentation
 Edit Existing Presentation
 Create Graphic Rodeo.ppt

Take data from

Data Sheet 5A, 5B
 Edit Existing
 Other:

Special Instructions

Timing / Sequence / Builds and Transitions

Timing required
 Sequence slide titles alphabetic order, ascending
 Builds/Animation
 Transitions
 Hidden Slides

Filenames

Save as: Presentation 1

Template:

Import data from: western.doc, results.xls

Print Details: 1

Special Instructions:

Slides

Special Instructions

- See Data Sheet 5A, 5B
- Put competitor # in footer on all slides and handout pages.

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

