

## **Attention Competitors**

**At the 2010 Provincial Skills Competition  
Safety is # 1**

**Each Event Area Will Have Safety Equipment  
and Requirements That Competitors Must  
Adhere To**

**Important Must Read!!!!**

**Competitors Must Meet All Safety Requirements  
To Compete At The Provincial Skills Competition**

**Please Consult The Scope Document To  
Determine The Safety Requirements For Your  
Area**

**It Is Recommended That Competitors Check The  
Scope Document To Ensure You Meet All Safety  
Requirements**

**Scope Documents May Be Updated Until January  
8<sup>th</sup>, 2010**

# 2010 Provincial Skills Competition

## Scope Document

<b>EVENT:</b> IT OFFICE APPLICATIONS	<b>LEVEL:</b> SECONDARY
<b>START TIME:</b> 8:00 a.m. APRIL 16 <sup>TH</sup> , 2010	<b>LOCATION:</b> ST. MARY HIGH SCHOOL PRINCE ALBERT RM:141
<b>INTERNATIONAL TRADE #:</b> 09	<b>DURATION:</b> 5.5 HOURS

**SAFETY REQUIREMENTS:** Competitors are required to follow all industry safety standards during the competition.

### **PURPOSE OF THE CHALLENGE:**

To evaluate competitors’ understanding and ability in four basic areas of Microsoft Office 2003: word/document processing, spreadsheets, multimedia and database as well as integration between any of the four areas. Competitors will be required to produce quality documents as expected by employers in business and industry.

### **SKILLS AND KNOWLEDGE TO BE TESTED:**

All students should have a basic knowledge of proofreaders’ marks as detailed in the provincial Information Processing curricula and have the ability to read/follow specific directions. Students should be prepared for the competition by developing the following knowledge/abilities in four areas of the Microsoft 2003 suite:

#### **Word/Document Processing (MS Word):**

- Personal and business letter and punctuation styles
- Mail Merge
- Multi-page document formats which may include enumerations, headers, footers, title page, source referencing, works cited page, format manipulation, etc.
- Bulleted and/or numbered lists
- Boxed/ruled tables including calculations
- Desktop publishing concepts to produce documents such as a restaurant menu, invitation, newsletter, flyer, brochure, business letterhead, etc.

#### **Spreadsheets (MS Excel):**

- Layout and formatting
- Cell referencing including absolute cell referencing
- Formulas and functions such as: sum, average, maximum, minimum, count, if statements, choose, vlookup, date/time and/or the round function
- Chart production
- Final printouts displaying formulas, gridlines, row and column headings, etc.

**Multi-Media (MS PowerPoint and MS Word):**

- Slide show production following specific instructions
- Manipulation of backgrounds, animations, slide transitions, fonts, timing, sounds, etc.
- Geometric designs drawn and enhanced using Microsoft draw tools
- Editing clipart images
- Using/Applying Slide Masters

**Database (MS Access):**

- Designing, creating, entering, and editing a database structure of no more than 10 fields and 10 records
- Establishing relationships between various tables of information
- Sorting, searching and locating records using the filter and/or query features
- Printing Reports

**WRITTEN EXAM: No**

**EQUIPMENT, TOOLS, SUPPLIES, CLOTHING:**

*Committee will provide:*

Hardware and Software:

- IBM compatible workstation with Windows XP
- Microsoft Office 2003 or 2007

**JUDGING CRITERIA:**

Evaluation is based upon the completed tasks. Evaluation breakdown for the competition follows:

<b>Word/Document Processing</b>	<b>Excel</b>	<b>PowerPoint/ Draw Tools</b>	<b>Access</b>
<b>30 %</b>	<b>30%</b>	<b>30%</b>	<b>10%</b>

***DURATION OF THE COMPETITION:***

8:00 – 8:30	Competition Orientation
8:30 – 10:00	Microsoft Word
10:15 – 11:45	Microsoft Excel
12:30 – 2:00	Microsoft PowerPoint and Draw Tools
2:15 – 3:15	Microsoft Access

**COMMITTEE MEMBERS:**

Brandon Ringer      Technical Chair(brandon.ringer@gmail.com)  
Barbara McKinnon  
Helen Sukovieff  
Kristin Exner

# *IT OFFICE APPLICATIONS*

## **SOFTWARE REQUIREMENTS**

**Student's Name:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Please circle and fax in this form with your registration information what version of MS Office you would like to have at your workstation.**

**MS Office 2003**

**MS Office 2007**

**If you have any questions, or concerns regarding the software please do not hesitate to call (306)683-0404 or email: [toniw@skillscanada.com](mailto:toniw@skillscanada.com)**