

Attention Competitors

**At the 2009 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 8th, 2009

2009 Provincial Skills Competition

Scope Document

EVENT: IT OFFICE APPLICATIONS	LEVEL: SECONDARY
START TIME: 8:00 a.m. APRIL 3 rd , 2009	LOCATION: To be determined
INTERNATIONAL TRADE #: 09	DURATION: 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:

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 along with character, paragraph and page formatting 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, 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, etc.
- Geometric designs drawn and enhanced using Microsoft draw tools
- Editing clipart images

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

JUDGING CRITERIA:

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

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

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
Barbara McKinnon
Helen Sukovieff
Kristin Exner