

Attention Competitors

**At the 2005 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
15th**

2005 Provincial Skills Competition

Scope Document

EVENT: IT OFFICE APPLICATIONS	LEVEL: SECONDARY
START TIME: 8:30 AM APRIL 8, 2005	LOCATION: SIAST PALLISER CAMPUS RM. 4.208, 4.232
INTERNATIONAL TRADE #: 09	DURATION: 6 HRS.

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: word/document processing, spreadsheets, multimedia and database **as well as integration between any of the four areas**. Competitors will be expected 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:

- Personal and business letter and punctuation styles
- Mail Merge
- Multi-page report 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
- Desktop publishing concepts to producer documents such as a restaurant menu, invitation, newsletter, flyer, brochure, business letterhead, etc.

Spreadsheets:

- Layout and formula and manipulations
- Functions such as sum, average, maximum, minimum, if statements, choose, vlookup, and/or the round function
- Chart production
- Final printout displaying formulas, gridlines, row and column headings, etc.

Multi-Media:

- Slide show production following specific instructions
- Manipulation of backgrounds, animations, slide transitions, fonts, etc.
- Geometric designs drawn and enhanced using Microsoft draw tools.

Database:

- 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 and printing selected fields
- Searching and locating records using the filter and/or query features

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:

<i>Word/Document Processing</i>	<i>Excel</i>	<i>Powerpoint/Draw Tools</i>	<i>Access</i>
30%	30%	30%	10%

COMMITTEE MEMBERS:

Kristin Exner Technical Chair

Barbara McKinnon

Helen Sukovieff

DURATION OF THE COMPETITION:

		<i>Total Hours</i>
Morning	Microsoft Word and Microsoft Excel	3.5
Afternoon	Powerpoint, Draw Tools & Microsoft Access	2.5