

2007 Provincial Skills Competition
Scope Document

EVENT: IT OFFICE APPLICATIONS

LEVEL: SECONDARY

START TIME: 8:00 AM June 5, 2007

LOCATION: Room 241, SIAST KELSEY CAMPUS

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 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 in four areas of the Microsoft Office 2003 suite:

Word/Document Processing (MS Word):

- 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 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, and/or the round function
- linking multiple worksheets
- Chart production
- Final printout 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%

COMMITTEE MEMBERS:

Brandon Ringer Technical Chair
 Barbara McKinnon
 Helen Sukovieff
 Kristin Exner
 Susan Bouma

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

Comment [k1]: May change according to start times for competition