

12TH PROVINCIAL SKILLS COMPETITION

2009 SKILLS CANADA NEWFOUNDLAND AND LABRADOR



09

IT SOFTWARE APPLICATIONS

Scope document

Post Secondary and Secondary Level

Friday, April 3rd, College of the North Atlantic, PPD Campus – St. John's

Note : One competitor per registered school

Duration of Contest: 6 hours

1. Name and description of trade

The name of the trade is **Information Technology – Office Software Applications.**

This competition is designed to test specialist users of software applications in a business environment. The trade involves the ability to use Microsoft Office 2003 to:

- Prepare word processing documents
- Prepare slide show presentations
- Produce and edit graphics and drawings
- Prepare and use spreadsheets
- Prepare and use databases
- Integrate within Microsoft Office software

2. Scope of work

The project consists only of practical work. The theoretical knowledge is limited to that necessary to carry out the practical work.

- The Provincial competition is divided into four sections. The sections of document processing, presentation and graphics, spreadsheet and database will be 1.5 hrs each. The sections will be tested as follows (subject to change)

AM	Document Processing	Database
PM	Presentations and Graphics	Spreadsheet

The competitors are expected to:

- use features of Microsoft Office which automate and customize processes for efficient problem solving
 - produce error-free quality copies (digitized and/or print)
 - apply accents in French text
 - use numerical data in traditional French and English formats such as:
 - comma (,) - French vs. period (.) – English
- trailing \$ - French vs. leading \$ - English.

3. Practical work

The criteria listed in each section below is intended as a guideline only. All criteria may not included.

3.1. Document Processing

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The document processing portion of the competition includes the design, creation and manipulation of business documents using Microsoft Word.

The following could form part of the assessment:

- Document formatting and styles
- Forms and Templates
- Importing and exporting items
- Lists and Tables
- Macros
- Mail merge
- Multi-page documents

Note: spell check and thesaurus functions will not be tested as this creates problems where data files are accessed on workstations running software in languages other than English.

3.2 Presentations and Graphics

The presentations and graphics portion of the competition requires candidates to design, create, and manipulate presentations and graphics using Microsoft Powerpoint.

The following could form part of the assessment:

- Action buttons and hyperlinks
- Charts and tables
- Drawing toolbar features
- Importing, exporting and linking items
- Masters
- Transitions, timing and animations

Competitors may be required to draw designs such as floor plans, illustrations and diagrams to a specific requirement.

3.3 Spreadsheets

The spreadsheets portion of the competition includes the design, creation and manipulation of a workbook using Microsoft Excel. Particular emphasis will be placed on problem solving.

The following could form part of the assessment:

- Charts
- Formulas/Functions (e.g., Sum, Average, Max, Min, Count, , Lookup, IF)
- Importing, exporting and linking items
- Lists and Filters
- Macros
- Multiple worksheets
- Worksheet formatting

3.4 Database

The database portion of the competition includes the design, creation and manipulation of a database using Microsoft Access. Particular emphasis will be placed on problem solving.

The following could form part of the assessment:

- Create and edit multiple tables
- Primary and foreign keys
- Create queries
- Create forms
- Create reports

4. Competitor Preparation

Competitors will be expected to :

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- process information
- produce output related to a given scenario
- troubleshoot and problem solve
- keyboard efficiently
- understand basic business processes
- manage files
- manage time
- integrate components across the MS Office suite.

5. Materials

Competitors will be provided with all necessary supplies.

6. Workstation (subject to change)

Computer workstation running :

- Windows XP
- Internet Explorer
- Microsoft Office 2003 Professional
 - Word
 - Powerpoint
 - Excel
 - Access

7. Project Distribution

Sample tasks are available on the Skills/Compétences Canada website.

The actual projects will be distributed at the start of each section during the competition. Past projects are not available.

8. Competitor Responsibilities

Competitors should attend the formal orientation session prior to the competition. Competitors will test and become familiar with their workstation and competition procedures during this time. The use of headsets will not be permitted.

Competitors must contact the competition chairperson with any special needs (such as French language version of Microsoft Office 2003 or ergonomic keyboard) as far in advance as possible. Please note that last minute requests may not be honoured.

9. Evaluation

The final score will be determined by combining the scores from each of the sections as follows:

Document Processing	25%
Presentations & Graphics	25%
Spreadsheets	25%
Database	25%

In the event of a tie, the position will be awarded to the competitor displaying the most consistent skills in all four competition areas

TECHNICAL COMMITTEE

Elaine Hutchings
Cathy Goodwin
Corey d'Entremont
Maurice Babin – Chair

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SAMPLE POST SECONDARY DATA PROCESSING TASK

Sample Task: Letters

Required Task:

- New document Edit document

DOCUMENT REQUIRED:		FORMAT:
<input checked="" type="checkbox"/> Letterhead paper	<input type="checkbox"/> Form	<input checked="" type="checkbox"/> Portrait
<input checked="" type="checkbox"/> Logo	<input type="checkbox"/> Report	
<input checked="" type="checkbox"/> Letter	<input type="checkbox"/> Other	<input type="checkbox"/> Landscape
<input type="checkbox"/> Labels		<input type="checkbox"/> Special margins:
<input checked="" type="checkbox"/> Merge		<input checked="" type="checkbox"/> Fonts/attributes:
		(Refer to Appendix 1.1)

FILE NAMES:	PRINTING:
Save as:	Number of copies: 1
Letter.doc LetterMerge.doc	Document(s) to hand in:
Imported from:	Letter.doc (Main document) Merged Letters
Letdata.doc Client.xls	

FILES REQUIRED: Letdata.doc, Client.xls

SPECIAL INSTRUCTIONS:

Create letterhead and logo as per Appendix 1.1
Merge for clients living in Edmonton, Alberta with balance greater than \$900.00.

SAMPLE SPREADSHEET TASK

ACTION REQUIRED					
<input type="checkbox"/> New Spreadsheet	<input checked="" type="checkbox"/> Edit Spreadsheet	<input type="checkbox"/> Data Entry	<input type="checkbox"/> Import Data	<input type="checkbox"/> Macro	
<i>paycheque.xls</i>					

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SPREADSHEET FORMATTING

As per Appendix 4.1

FORMULAS REQUIRED

As per instructions below

REPORTS REQUIRED

CHARTS REQUIRED

SPECIAL INSTRUCTIONS:

- Open **paycheque.xls**
- Format as per Appendix 4.1.
- Calculate “**Regular Pay**” for each employee.
- Calculate “**Overtime Pay**” for each employee.
- Calculate “**Gross Pay**” for each employee.
- Calculate **each deduction** at percentage rates given for each employee.
- Calculate “**Net Pay**” for each employee.
- Perform **all other calculations** as per labels given.
- Save as **Dec2002.xls**
- Print a copy.
- Print a copy of **Dec2002.xls** with formulas fully displayed.

DOCUMENTS TO HAND IN

- Dec2002.xls**
- Dec2002.xls** with formulas fully displayed.