



# 7<sup>th</sup> Annual Skills Canada Newfoundland & Labrador Intermediate Skills Challenge

## **IT Software Applications Scope Document Individual Competition – one competitor per school Saturday, January 30, 2010 Mount Pearl Intermediate**

### **1. Microsoft Office IT Software Application**

The name of the challenge is IT Software Applications.

This competition is designed to test users of software applications. Specifically, the application involves the ability to use Microsoft Office to:

- Prepare word processing document.
- Import and edit graphics and drawings.
- Create slide show presentations.
- Integrate data with files from Microsoft Office Suite.

### **2. Scope of Work**

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

### **3. Practical Work**

The Competitors are expected to be able to:

- Produce quality documents using the Word and PowerPoint components of Microsoft Office.

#### **3.1 Document Processing**

This portion of the competition includes designing, creating and manipulating documents (single or multi-page) to a specified requirement.

The following could form part of the skills assessment:

- Accessing and exiting software
- Saving, retrieving, printing and managing files
- Creating documents using Word and PowerPoint
- Formatting text (choosing typefaces, bolding, underlining, and centering text, changing fonts, choosing type sizes and styles, selecting, moving, and copying text, as well as using other software formatting features)
- creating and formatting tables and columns
- insert and edit clipart, word art, shapes, and symbols

### **3.2 Slide show presentations and graphics**

Using PowerPoint, competitors will create a slide show containing data from a variety of sources.

The following could form part of the slide show skills assessment:

- Create slides from a given printed copy. Text on slides may include formatting such as bullets, action buttons, and hyperlinks.
- Selecting timing, and apply transitions and animations
- Hiding slides

### **4. Materials**

Each competitor should bring a pen. Competitors will be provided with any other necessary supplies.

### **5. Workstation (subject to change depending on availability)**

Equipment:

- Computer with:
  - 256 MB Ram or current equivalent
  - Standard computer hard drive (greater than 10gb)
  - Color monitor capable of 1024x768 dpi (min 15")
  - 101key ASCII based QWERTY standard keyboard
  - CD drive and memory stick (flash drive)
  - System compatible mouse complete with software
  - Network capabilities (100 mb/sec)
  - Networked black and white laser printer (min. HP 4Plus or equivalent)
  - Computer desk
  - Computer chair
  - Document holder
  - Mouse pad
- Software:
  - Windows
  - Internet Explorer
  - Microsoft Office 2003 or higher
    - PowerPoint
    - Word

### **6. Project Distribution**

The projects WILL NOT be distributed prior to the competition.

**7. Competitor responsibilities**

Competitors MUST attend the formal orientation session prior to the competition. Competitor will test and become familiar with his/her workstation and competition procedures at this time.

**8. Evaluation**

The final score will be determined by combining the scores from each of the following areas:

- Document Processing 50%
- Presentation and Graphics 50%

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

The project marking will be supplied by the Technical Committee.

**TECHNICAL COMMITTEE**

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