2021 PROVINCIAL SKILLS CANADA COMPETITION

Skills Canada Alberta

CONTEST DESCRIPTION

CONTEST AREA: IT Office Software Applications			LEVEL: Post-Secondary
COMPETITION DATE AND TIMES:			**LOCATION: VIRTUAL** Competitors will compete individually from a safe location of their choosing.
Orientation	Saturday, April 24	8:30am-9:00am	
Competition Day 1	Saturday, April 24	9:00 a.m. – 4:00 p.m.	
Competition Day 2	Sunday, April 25	9:00 a.m. – 4:00 p.m.	
DURATION: 12 HOURS COMPETITION TIME			WorldSkills Trade #: 08

COMPETITION FORMAT: (Virtual)

Competitors will participate remotely from a safe location of their choosing (home, post-secondary institute (pending express permission), office, etc.). Location specific COVID-19 protocols must be followed. Competitors will be responsible to prepare their competition space with all of the required tools, equipment, materials, and technology (as listed below) that will be needed to complete the competition.

COMPETITION ORIENTATION: The competition will begin with a virtual orientation. Competitors will join the assigned videoconference link that will be emailed to all registered competitors for the competition orientation. Camera's MUST be on and competitors visible on the camera during the orientation.

PROJECT SUBMISSION DEADLINE: Sunday, April 25 BY 4:15 p.m.

PROJECT SUBMISSION LINK:

- https://form.jotform.com/SkillsAB/2021PSCC
- Multiple files can be uploaded at once, each file has a maximum size of 1G. If file sizes are larger than 1G, please follow alternate instructions through the submission link.

ACCEPTED FILE TYPE: pdf, doc, docx, xls, xlsx, csv, txt, rtf, html, zip, mp3, wma, mpg, flv, avi, jpg, jpeg, png, gif. If you would like to submit a different type of file, please place it in a zip folder.

To create a zip folder – Select all the files that you would like to submit and right-click your mouse, a menu will open, select Send To, and then click on Compressed (zipped) folder. A zip file will then be created containing your submission documents.

Submissions will be due within 15 minutes of the end of competition time. Please note: Late submissions sent after the date and time specified above will not be accepted.

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SAFETY:
The health, safety, and welfare of all individuals involved with Skills Canada Alberta are of vital importance. Safety is a condition of participation with Skills Canada Alberta and shall not be sacrificed for the sake of expediency. At the discretion of the judges and technical committees, any competitor can be denied the right to participate should they not have the required proper safety equipment and/or act in an unsafe manner that can cause harm to themselves or others. **Safety Checklist:** It is the responsibility of each competitor and teacher to review the Safety Checklist (https://skillsalberta.com/additional-2021-competition-resources/) in advance of the competition and ensure they are able to meet all safety requirements. During the orientation, the safety checklist will be formally reviewed.
AWARDS CEREMONY INFORMATION: Please join us for a live virtual awards ceremony on May 13th at 6:30PM.
Please note: This document is subject to change as competition information is updated. Competitors are responsible for staying up to date with the most recent information. Check the footer for last updated date. Changes will be highlighted in yellow

Update: Competitors may choose materials, pictures, videos, etc. from internet sites such as Pixabay Govt of Alberta, etc.

CONTEST INTRODUCTION

Information technology specialists are increasingly in great demand in several areas, one of which is in providing solutions for business. In this event, competitors will demonstrate their intricate knowledge and understanding of the vast potential contained within the widely–used suite of applications contained in Microsoft Office. With this high level of skills, the competitors will be able to create customized business solutions with a professional quality as they meet the challenge of a typical business-related project.

PURPOSE OF THE CHALLENGE:

This competition will evaluate the ability of Post-Secondary students to solve a variety of business problems using Microsoft Office to complete Word Processing, Spreadsheet, Database and PowerPoint presentation tasks. The tasks will require the use of advanced-level skills from within MS Word, Excel, Access, and PowerPoint.

SKILLS AND KNOWLEDGE TO BE TESTED

1. Databases may include, but is not limited to:

Building a database

- Setting up tables with correct fields, keys and data types
- Applying table and field properties (validation rules, input masks, lookups, etc.)
- Importing data from a variety of sources and in a variety of formats
- Designating primary and foreign keys
- Setting up correct relationships between tables

Designing and using forms

- Creating forms and sub forms for a range of uses
- Controlling data entry through forms
- Adding and setting up appropriate controls in forms
- Controlling record navigation in a form
- Setting properties

Querying a database

- Filtering and searching records
- Constructing and using select, parameter and action queries
- Adding a calculated field to a query
- Performing calculations on a record grouping

Designing and using reports

- Producing and modifying reports (simple, grouped, summary and sub reports) following a stated layout and format
- Creating pivot tables and charts
- Setting report properties
- Using calculated fields in reports
- Formatting a report for printing

Sharing data across applications

- Importing and exporting data according to specifications
- Integrating data with external sources

Customizing and automating processes

- Automating loading and displaying of objects
- Creating and using macros to automate processes

- Customizing the Access environment

2. Spreadsheets may include, but is not limited to:

Construct a spreadsheet

- Using formulas as required
- Creating, modifying and formatting spreadsheets using the full range of Excel's formatting features including conditional formatting
- Using a variety of built-in functions (statistical, mathematical, text, logical, financial, date and time).

Using Design and Analysis tools

- Performing 'What If' analysis using 'Goal Seek / Solver / Scenario Manager'
- Analyzing data using PivotTables and Pivot Charts

Using Data and Table functions

- Defining and applying data filters
- Using the sub-totalling feature
- Querying spreadsheet data
- Setting up and applying validation rules to spreadsheet data

Sharing data across applications

- Importing and exporting data according to specifications
- Integrating data with external sources

Printing spreadsheets

- Setting printing options to output a chart, worksheet, workbook, PivotTable report according to specifications

Creating charts and graphs

- Creating, modifying and formatting the full range of charts according to specifications
- Creating dynamic charts
- Creating and using PivotTables and PivotCharts

Customizing and automating processes

- Automating loading and display of objects
- Creating and using macros to automate processes
- Hiding/unhiding/freezing rows and columns
- Setting up templates with appropriate protection
- Customizing the Excel environment
- Customizing an Excel worksheet
- Enhancing worksheets using themes
- Working with comments

Using graphical objects

- Inserting, modifying and formatting graphic objects
- Changing the order of layered graphic objects
- Grouping graphic objects

Using multiple workbooks

- Creating a workspace
- Consolidating data
- Linking cells in different workbooks
- Editing links

Using auditing features

- Tracing cells
- Troubleshooting errors in formulas
- Troubleshooting invalid data and formulas
- Creating a data list outline

3. Word Processing may include, but is not limited to:

- Applying the full range of text, paragraph, page and document formatting
- Creating, editing and formatting tables
- Creating and modifying charts
- Inserting, drawing, modifying and manipulating graphical objects

Using Mail Merge

- Setting up a main document
- Connecting the document to a data source
- Refining the list of recipients by sorting and filtering data

- Applying conditions and rules

Referencing

- Setting up and using indexes, cross-references, captions, tables of contents, footnotes and endnotes
- Using fields and calculations in documents
- Creating, managing, revising and distributing long documents and forms.
- Preparing documents for printing or for publishing electronically

Sharing data across applications

- Importing and exporting data according to specifications
- Integrating data with external sources

Customizing and automating processes

- Automating the loading and display of objects
- Creating and using macros to automate processes
- Providing user interactivity by means of forms and fields
- Protecting forms
- Creating, editing and applying themes to documents
- Creating, modifying and using templates

4. Presentations may include, but is not limited to:

Creating a presentation

- Creating and modifying slides using a variety of layouts and formats
- Using text effects
- Including tables and charts in a presentation
- Importing data (text, spreadsheet, charts, etc.)
- Hiding/unhiding slides

Adding special effects to presentations

- Adding multimedia elements
- Customizing slide component animation
- Inserting media files (movie, sound, etc.)

Adding graphical objects to a presentation

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- Inserting and manipulating illustrations, shapes, WordArt, SmartArt, diagrams & graphics
- Modifying and working with objects
- Changing object orientation
- Formatting objects
- Grouping and ungrouping objects
- Arranging objects

Customizing and automating processes

- Automating loading and displaying of objects
- Creating macros to automate processes
- Creating, modifying and using templates
- Setting up a slide master
- Customizing slide layouts
- Creating custom themes
- Customizing bullets
- Adding common slide information
- Modifying the notes master
- Modifying the handout master

Preparing a presentation for delivery

- Spell checking
- Arranging slides
- Adding transitions
- Applying animation effects
- Executing other programs during a slideshow
- Creating speaker notes
- Printing a presentation
- Packaging a presentation
- Setting up a custom show
- Annotating a presentation
- Creating a presenter-independent slide show
- Setting up and applying automatic timings to a slideshow

Collaborating on a Presentation

- Publishing slides to a slide library
- Sharing a presentation.

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Integration may include, but is not limited to:

Copying, pasting, embedding, linking, exporting and importing data between the MS Office applications

*The criteria listed in each section above are intended as guidelines only. All criteria may or may not be included.

PROJECT DESCRIPTION

The Test Project will be in the form of a case study for a fictitious company or non-profit organization. The deliverables will include a simulation of workplace activities that might be asked of a professional who is confident in the use of Microsoft Office. These deliverables will be grouped to enable a combined approach whereby discrete tasks are completed within a session.

The project will be divided into four sessions with **two sessions on day one** and **two sessions on day two**. Refer to the competition schedule in this scope for the exact session times. Competitors will be expected to follow the stated style guidelines. Competitors will submit their work by the competition deadline.

To assist with competitor preparation for this competition, the following are examples of the style of questioning a competitor can expect to receive in each competition section.

Sample Word Question

The Deliverable: You are an employee of a fictitious company. You have saved the body of a letter that you will use to send letters to potential customers. This letter information is given in your data file.

- *You are asked to prepare a copy of the letter to send to a potential customer, who was met when she came in to the store last week.   You can find the address in your data files.*
- *Prepare the letter for signature.   The letter must be professionally formatted in an acceptable business style (Block or Semi-Block) using the company letterhead created in a previous task.*
- *Please proofread carefully to ensure the letter is free of any errors and is of professional quality.*
- *Change the Font to Arial Narrow – 11 point.*

(question excerpt)

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Sample PowerPoint Question

The Deliverable: The company would like you to create a simple PowerPoint Presentation to promote your products to prospective sponsors. The presentation will be shown throughout Alberta and across Canada to create excitement and provide information to potential sponsors. Use the guidelines below to create your PowerPoint presentation;

- *Apply the company theme colors and fonts (refer to the style guidelines booklet)*
- *Create a Master Slide with a Title and Subtitle using WordArt*
- *Create a button on Slide two that will bring the reader back to slide one*
- *Add a Bar Graph to slide four and use Call Outs to highlight important information*
- *Add a sound clip from your data files that will continuously loop throughout the presentation*

(question excerpt)

Sample Excel Question

The Deliverable: The sponsors are asking for a profit/loss report to be created in an Excel. You have some data saved in an excel spreadsheet and you will be required to enter data given to you in a handout. In Excel you will add formulas to determine any profit/loss the company has incurred. Use the guidelines below to create your profit loss spreadsheets and calculations;

Creating Formulas: Worksheet Steps:

- *On the worksheet there are total rows after each subgroup. For example, a totals row after column A, column B, column C, etc. There are six in total. You must input a formula to calculate the totals Sum and Average of each column.*
- *Calculate the percent markup for each item ((Selling Price – Cost Price)/Cost Price)*
- *Generate a list of all items that have less than a 40% markup. Copy this information onto an empty sheet and name the sheet "40%"*
- *Create a Pivot chart on its own sheet displaying the summarized information*

(question excerpt)

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Sample Access Question

The Deliverable: The company would like to have a sales reports generated. In Access, create a well-designed and formatted report that shows the sales by customer and then by Item. A navigation form will also need to be created so that staff can move between various forms and reports.

The report should include the following items;

- *Display sales by customer.*
- *Display the customer #, item, sales rep, and selling price*
- *Calculate total number of items sold for each customer as well as an overall total*
- *Report should also calculate the percent of total for sums*

(question excerpt)

EQUIPMENT & MATERIALS

IMPORTANT: Competitors are required to bring your own device (BYOD) for the competition. Each PC (no Apple products permitted due to incompatibility with Microsoft Access) device will require the following specifications:

• English or French keyboard depending on competitor's preference

• No internet access during competition

• Software:

   o Windows 7 or greater (French and/or English version)

   o Microsoft Office 2016/2019 or 365 (French and/or English version)

     ▪ Word
     ▪ PowerPoint
     ▪ Excel
     ▪ Access

If competitors are using a computer or laptop from their school (instead of their personal computer), please ensure that the computer is unlocked so documents and possibly software can be saved/installed

to the hard drive and technology support can be provided onsite. This may require access to CMOS settings.

- Writing tools including a highlighter

Skills Canada Alberta Provided Tools, Materials, and Equipment

Test Booklets		

Competitor Provided Tools, Materials, and Equipment

PC computer (personal or school)		
Microsoft 2016/2019 or 365 with Word, Excel, Access and PowerPoint		
Writing Utensils		

JUDGING CRITERIA

- *Word Processing Applications*   *25%*
- *Spreadsheet Applications*   *25%*
- *PowerPoint Applications*   *25%*
- *Access Database*
  25%

Overall Total	*100%*

TIE BREAKING PROCESS

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

SAFETY

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CLOTHING REQUIREMENT

Appropriate work clothing must be worn to compete. All clothing must be neat and clean, and free of rips and tears. Casual wear such as shorts and open toed shoes/sandals will not be permitted. No loose-fitting clothes or jewelry.

ADDITIONAL INFORMATION

Skills Canada Alberta Regional and Provincial Rules and Regulations
Regional and Provincial Rules and Regulations

Post-Secondary Competitor Information is available here.

Lunch
Lunch will be provided by Skills Canada Alberta

Team Alberta Information
Team Alberta will be selected from competition Gold medalists who will then be eligible to participate at the Skills Canada National Competition (SCNC) in a virtual format May 25-30, 2021. It is recommended that competitors review the SCNC contest description to be familiar with the national contest description and project at http://www.skillscanada.com/.

Ethical Conduct
We recognize that participants will be competing individually in their own unique environments. We expect all competitors to compete fairly, respecting and abiding by the established rules in the true spirit of Skills Canada Alberta.

Letter of Participation
Competitors who participate in the 2021 Provincial Skills Canada Competition are eligible for a Letter of Participation by request by contacting katherinek@skillsalberta.com.

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