# *CONTEST DESCRIPTION*

| CONTEST AREA: IT Office Software Applications - L1 | LEVEL: Secondary |
|---|---|

| COMPETITION SCHEDULE: | | | LOCATION: Competitor's School. See Competition Format information below |
|---|---|---|---|
| Registration Orientation | Friday, April 16 | 7:45-8:00AM 8:00- 8:30AM | |
| Competition | Friday, April 16 | 8:30AM- 3:30PM | |
| | | | |

| DURATION: 6 HOURS | REGIONALIZED: NO |
|---|---|

**COMPETITION FORMAT: (Virtual/ In School)**

All secondary competitors will be competing with in their school environment and must arrange in advance with a teacher for a safe competition location, according to their school's Covid-19 safety policies. They will need 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. Teachers and competitors will need to work together to ensure the competitor is ready for success on their competition day.

Each competitor must have a teacher/ supervisor available throughout the day, in case of incident.  (Teacher/Supervisor must be present at the competition orientation.)

Competitors and Teachers should be prepared to receive additional information about the competition projects, livestreams, shipping, etc. prior to the competition. Please ensure you are double checking for emails from Skills, including checking junk mail.

**WEBEX LIVESTREAM:**

**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. **An email with the WebEx link will be sent out in advance of the competition.**

**PROJECT SUBMISSION DEADLINE: Friday, April 16 BY 3:45pm**
**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.

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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.

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 understanding in using Microsoft Word, Excel, and PowerPoint to solve a series of typical business problems resulting in professional-looking solutions.

**PURPOSE OF THE CHALLENGE:**

This competition will evaluate the ability of any high school student to solve a variety of business problems using Microsoft Office to complete Word Processing, Spreadsheet, and PowerPoint presentation tasks. The tasks will only require the use of introductory-level skills from within MS Word, Excel and PowerPoint.

**Please Note:** The winner of this competition **DOES NOT** represent Alberta at the Skills Canada National Competition.

**IMPORTANT:** Competitors are required to bring your own device (BYOD) for the competition. No Apple products permitted due to incompatibility with Microsoft Access.

**Please contact Whitney Koop with any questions or concerns: [whitneyk@skillsalberta.com](mailto:whitneyk@skillsalberta.com)**

## Skills and Knowledge to be tested:

Students should be prepared for the competition by applying the features and functions of Microsoft Excel, PowerPoint and Word to solve a variety of business problems. Students from any high school grade level can participate in the competition if they are knowledgeable in the following program areas:

Word processing may include, but is not limited to:

- Producing a business letters using block and semi-block styles.
- Preparing single & multi-page business documents (ie. memos, reports and tables).
- Keyboarding and editing skills including proofreading.
- Enhancing documents and formatting of text.
- Producing a variety of attractively displayed information including multi-column tasks.
- Reading and following specific directions.
- Inserting, manipulating and using images, WordArt, diagrams, illustrations and charts to enhance documents.
- Displaying information using different page orientations.

Spreadsheet applications may include, but are not limited to:

- Creating spreadsheet layouts, formulas and functions such as sum, mean, minimum, maximum, date and time.
- Editing spreadsheets that may include mixed cell addressing and mathematical formulas.
- Inserting headers and footers, viewing split screen, and printing final version displaying formulas.
- Accessing data and developing a spreadsheet to answer specific questions.
- Creating charts and graphs.
- Printing spreadsheet information in various forms (i.e. change page orientation, set print options, display formulas).

PowerPoint applications may include, but are not limited to:

- Creating well organized presentations.
- Appling backgrounds, animations, timings, and transitions.
- Using advanced functions.
- Inserting, modifying and formatting text in various forms of shapes, charts, tables, graphics, WordArt and diagrams.
- Linking and embedding objects from various Office applications.
- Creating customized presentations including working with various masters.

**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 three 2 hour sessions for each application.

Competitors will be expected to follow the stated style guidelines, while processing information. Competitors will submit their work at the end of each session.

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)*

***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*
- *Use the Compare slide layout on Slide two to compare two of the company's products*
- *Add a Bar Graph to slide four*
- *Add two sound clips on slide five from your data files*

*(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 Total Rows and Formulas Expenditures 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.*
- *Add a new column to the right of your table and name it Estimated Income, and another column to the right and name it Actual Income.*
- *Add a formula in the Estimated Income column you've just created to calculate how much money would be made if the customer bought 20 000 items for $20.00 each.*

*(question excerpt)*

**SUBMISSION REQUIREMENTS**

All competitors are required to submit their completed documents by 3:45pm on the competition day according to the directions in their test booklets.

**EQUIPMENT & MATERIALS**

**IMPORTANT:** Competitors are required to bring your own device (BYOD) for the competition or use a school provided computer. 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 is allowed 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

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, and PowerPoint | | |
| Writing Utensils | | |

*Competitors and schools will need to work together to arrange for the tools, equipment, and materials provided by the competitor. If a competitor and/or school is not able to procure a certain item, please contact mikes@skillsalberta.com  to inquire if additional arrangements can be made.

### VIRTUAL COMPETITION RESOURCE SUPPORT FORM
A $40 competition resource subsidy is available to all competitors. It is intended for items that were purchased to support competitors (e.g. food supplies, materials, technical equipment, tools, etc.). The form can be accessed at the following link: https://skillsalberta.com/additional-2021-competition-resources/

**JUDGING CRITERIA**

- *Word Processing Applications*                    *33 1/3%*
- *Spreadsheet Applications*          *33 1/3%*
- *PowerPoint Applications*           *33 1/3%*

        *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 three competition areas.

**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.

**RELATED CAREER AND TECHNOLOGY STUDIES COURSES**

Descriptions of all courses are located at the following website:
http://www.education.gov.ab.ca/cts

INF1030: Word Processing 1          INF1070: Digital Presentation

INF1060: Spreadsheet 1


ADDITIONAL INFORMATION

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

Competitor Registration
Competition Registration will open online at https://portal.skillsalberta.com/ on January 12, 2021 at 8:30AM for the Regional Skills Canada Competition and on January 14, 2021 at 8:30 AM for the Provincial Skills Canada Competition (PSCC)

Lunch
Lunch will be provided by Skills Canada Alberta

Virtual Awards Ceremony

The Virtual Awards Ceremony will take place **Thursday, May 13th at 6:30PM**. A link will be made available on the website with additional information.


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 that can be downloaded on the Registration Portal after the competition ends.