CONTEST DESCRIPTION

CONTEST AREA: IT OFFICE SOFTWARE APPLICATIONS - L2		LEVEL: Secondary
COMPETITION SCHEDULE: FRIDAY, APRIL 16		LOCATION: COMPETITOR'S SCHOOL. SEE COMPETITION FORMAT INFORMATION BELOW
Registration	7:45-8:00AM	
Orientation	8:00- 8:30AM	
Competition	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 LIVESTREAMS:

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.

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.
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, Access 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, Database, and PowerPoint

presentation tasks. The tasks will require the use of intermediate and advanced-level skills from within MS Word, Excel, Access, and PowerPoint.

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

Skills and Knowledge to be tested:
Students should be prepared for the competition by learning and applying the intermediate and advanced-level features and functions of Microsoft Excel, PowerPoint, Access, 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:

- Preparing single and multi-page business documents (i.e. correspondence, memos, reports, manuscripts, etc.).
- Keyboarding and editing including proofreading.
- Enhancing documents and formatting of text.
- Producing a variety of attractively displayed information including multi-column tasks.
- Following specific directions.
- Preparing documents for merging.
- Outlining and number.
- Inserting manipulating and using images, WordArt, diagrams, illustrations and charts to enhance documents.

Spreadsheet Applications may include but are not limited to:

- Using spreadsheet layout, formulas and advanced functions such as sum, mean, maximum, date and time.
- Creating complex spreadsheets which include linked cells, 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 complex chart graphs and charts.
- Planning and designing spreadsheets in order to predict and forecast using "what if" scenarios.
- Importing data from files of various types.
- Incorporating macros in spreadsheets to edit data, to replace cells, etc.).

- Using advanced formulas and functions such as "if-statements" and "look-ups".
- Enhancing and modifying complex charts and graphs, and determining which type to use for a given situation.

Database applications may include but is not limited to:

- Analyzing the data generated by the database queries.
- Designing and developing fields in multiple tables.
- Developing and creating databases involving advanced features.
- Developing appropriate relationships between the fields.
- Linking tables.
- Merging databases with other documents.
- Preparing advanced reports.
- Searching and querying database files at an advanced level to retrieve requested information.
- Using mathematical operators, wildcards and dates when designing and running queries.

Presentations and graphics may include but are not limited to:

- Creating well organized presentations
- Applying backgrounds, animations, timings, and transitions.
- Using advanced functions.
- Inserting, modifying and formatting text and various forms of visual content that may include shapes, charts, tables, graphics, WordArt and diagrams.
- Linking and embedding objects from various Office applications.
- Creating customized presentations including work with various masters.

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.

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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 1.5 hour sessions. One session for each application (Word, Excel, PowerPoint, and Access).

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 using WordArt*
- *Create a table on Slide two to compare the company's products*
- *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*

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%"*

    (question excerpt)

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)

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

<u>IMPORTANT:</u> 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 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
- 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)		

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Microsoft 2016/2019 or 365 with Word, Excel, Access 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/

SHIPPING INFORMATION

Any tools and equipment provided by Skills Canada Alberta will be shipped to your school by: **_April 16_** If you do not receive your shipment by this time, please contact: whitneyk@skillsalberta.com.

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

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 submission can be denied should the participant not have the required proper safety equipment and/or act in an unsafe manner that can cause harm to themselves or others.

ALL competitors must complete AND submit a Safety Checklist with your project submission. The Safety Checklist is located online with the Contest Description.

Submissions will NOT be judged if the completed Safety Checklist is not included in the submission.

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

INF 1070: Digital Presentations	INF 3060: Word Processing 3
INF 2070: Database 2	INF 2050: Word Processing 2
INF 1050: Database 1	INF 1030: Word Processing 1
INF 2080: Spreadsheet 2	INF 2100: Reports
INF 1060: Spreadsheet 1	INF 2090: Correspondence
INF 3095: Productivity Software Integration	

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.

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