

***Welcome to the 2022 Skills Canada Alberta Competition!***

This document covers both Secondary **Level 1 and Level 2**. Please be sure you read carefully and do activities intended for your level only.

LEVEL: Secondary	Level 1	LEVEL: Secondary	Level 2
COMPETITION SCHEDULE: <i>Tuesday, April 12</i> Duration: 6 Hours Mandatory Orientation - 8:00AM 8:30AM – 10:30AM - Submission due WORD: Word A Poster Word B Menu 10:45AM – 12:45PM - Submission due PowerPoint: PPT A For Advertisers PPT B Re-Opening 1:30PM – 3:30PM - Submission due Excel: Excel A Sales Report 3:45pm Competition ENDS		COMPETITION SCHEDULE: <i>Tuesday, April 12</i> Duration: 6 Hours Mandatory Orientation - 8:00AM Start 8:30AM – 10:00AM - Submission due WORD: Word A Poster Word B Menu Word C Mail Merge 10:15AM – 11:45AM - Submission due PowerPoint: PPT A Advertisers PPT B Re-Opening 12:30PM – 2:00PM - Submission due Excel: Excel A Sales Report Excel B Song Rating 2:00PM – 3:30PM Submission Ends – Access Access A Company Information 3:45 Competition Ends	

**\*CodeName** is Last Initial, First Name, Last Name –i.e. **M Roger Moore**

**PROJECT DESCRIPTION: “HEAR ALBERTA HERE” Eateries**

The ‘Hear Alberta Here’ (HAH) Eateries is excited to announce they are open for business again this summer. They are expecting higher than normal attendance at their restaurants and food trucks due to the new social distancing rules in the province and people wanting to get out and be social.

‘Hear Alberta Here’ key feature at their eateries is providing Alberta musicians a place to have their music played to the public.

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The 'Hear Alberta Here' has two locations: Edmonton and Calgary and two Food Trucks. All feature Alberta music created by Alberta musicians.

The Restaurants and Food Trucks will be taking phone orders for takeout food / walk up to food trucks / sit down restaurant possibilities. The food will be Alberta sourced.

Hear Alberta Here needs your help to create promotional documents as well as documents to store their data this season. Work your way through the projects to complete the necessary tasks and use your creativity to help them HAH be successful.

HAH Head Office Address: 791 Mill Road, Edmonton, AB T7Y 54Y

Company Owner: Ms. Tony Amel

Phone Number: 780-328-4373 (780-eat-here)

Email: [HearAlbertaHere@Alberta.ca](mailto:HearAlbertaHere@Alberta.ca)

Images below are for "link" effect on documents



Where to find free downloads of Videos, Images, and Music for your projects

You may use any professionally appropriate Images, Videos, and Music of your choice to support your projects. The website below is free and has great options.

Pixabay.com

As well here is a selection of Alberta songs:

Alberta Bound Bryan Adams [https://www.youtube.com/watch?v=ZXySb\\_nm2e0](https://www.youtube.com/watch?v=ZXySb_nm2e0)

The Alberta Song 2008 <https://www.youtube.com/watch?v=9MQnTY0q8JE>

Alberta Bound 2009 <https://www.youtube.com/watch?v=Hx4EkjJw5xk>

Alberta (Song) -Lyrics - Wikipedia [https://en.wikipedia.org/wiki/Alberta\\_\(song\)](https://en.wikipedia.org/wiki/Alberta_(song))

Additional Alberta musicians may include: Jann Arden, Theo Tams, Tegan & Sara, Paul Brandt, Alberta Slim, Shane Yellowbird, Transit, Ian Tyson, Audrey Ochoa and many more.

\*Please add a One Page Word Document to submit with your competition files that includes a **reference page** of items you researched and used from the internet. This reference page should be in APA format or similar.

## **WORD Projects**

### **WORD A POSTER: (for Level 1 & Level 2)**

#### Promotion Poster for 'Hear Alberta Here' Eateries

Using your Microsoft Word skills, you are tasked with creating a 8 ½" x 11" poster to promote the Hear Alberta Here Eateries. This poster will be sent as an attachment to email, posted on poster boards and also posted on the company's website.

'Hear Alberta Here' is anticipating a boost in their sales this summer as Albertans are trying to find summer activities that will still get them out and aboutside. They would like an eye-catching poster that will draw in the customers.

Some ideas that you can build on include: appreciation for Alberta music, appealing to nostalgia for your "vintage" customers, creating a new eating experience for your younger customers, building quality time with family, and enjoying the indoor dining.

'Hear Alberta Here's food trucks will provide outdoor eating experiences which you will want to advertise on your poster.

### **REQUIREMENTS FOR COMPLETION:**

Below are items that you must include on your poster:

- Use at least one image
- Add the company name somewhere visible on the poster
- Add a catchy phrase that will attract the reader's attention
- Provide the following company contact information for the Edmonton / Calgary locations somewhere on the poster
  - a. Company telephone number
  - b. Company email for general inquiries
  - c. Twitter/Facebook and Instagram link icons
- Save the document as **CodeName-Level 1 or 2 – Word A Poster**
- As well, in the footer on the left, place your **CodeName-Level 1 or 2 – Word A Poster**

The remainder of the poster is wide open for you and will be graded on style, creativity, and ability to attract customers. See the rubric for making below:

**Judging Criteria:**

Criteria	Grade Range	Grade Range	Grade Range
Elements Included	All elements in the Requirements for Completion are included. <b>(2)</b>	Most of the elements in the Requirements for Completion are included. <b>(1)</b>	Missing more than 2 of the elements in the Requirements for Completion. <b>(0)</b>
Graphics/Creativity/Attractiveness	Graphics used are clear and relevant. The poster is creative and the colours are attractive and complimentary; it is easy on the reader's eyes. The elements included and overall look of the poster is professional. <b>(8-12)</b>	Graphics may not compliment the company message. Colours are not complimentary or too varied. Elements and message could be more professionally displayed. <b>(3-7)</b>	Purpose of the poster is unclear. The colours / elements included require more professionalism. <b>(0-2)</b>
Content/Accuracy	The message is displayed clearly to reader and is easy to understand. The message is concise to grab the reader's attention without too much reading. All company information is accurate. <b>(5-6)</b>	The message could be clearer as it is not easy to understand. The message is too lengthy to catch the reader's attention. Company information may not be clearly written or contain errors. <b>(3-4)</b>	The message is not clear and company information is incorrect/ contains spelling errors. <b>(1-2)</b>

Total \_\_\_\_\_ / 20 **CodeName - Word A Poster**

## WORD B MENU: (for Level 1 & Level 2)

### Menu for 'Hear Alberta Here' Eateries

Using your Microsoft Word skills, you are tasked with creating a Menu for the 'Hear Alberta Here' Eateries. This menu will be posted to the company's website, in restaurants and on food trucks so customer can browse the menu, order or phone in their order.

The 'Hear Alberta Here' prepares good quality Alberta food, both packaged and prepared foods. The rules for guests are to browse the menu, order or phone in their order before they arrive or are in line. Remember to advertise their use of Alberta music and ingredients. .

The menu should be easy to read and show the available food, prices, and how to order.

### REQUIREMENTS FOR COMPLETION:

Below are items that you must include on your menu:

- The menu should not exceed one page
- The company name should be clearly shown
- The menu should include columns; two or more. Columns should be balanced with equal white space
- Heading styles, font styles, and colours should be used to make the menu easy to read
- The snack type and price should be clear and easy to read
- Add the phone number and how to order from the menu in the restaurants and food trucks.
- \*Add an item to the menu that will be Hear Alberta Here's specialty. This can be creative.
- Save the completed menu as **CodeName – Level 1 or 2 - Word B Menu**
- Place in footer - **CodeName – Level 1 or 2 - Word B Menu**

The remainder of the menu is subject to your creativity and style. See the rubric for making below:

### Menu to Include:

COMBOS (\*do not include a drink)

Prairie Hot Dog Combo -\$8.75 includes Med. Salad choice

Rocky High Burger Combo - \$12.55 includes Small Potato Cakes

Calgary Combo - \$15.05 includes Sweet Ribs and Mountain Salad

Vegreville Veggies Combo - 7.99

Kid's Pack - \$6.25 includes Sm Popcorn and Sm Candy

Picardville Popcorn - Small 3.25- Med 4.25- Bucket (Large- good for sharing) 5.25

DRINKS- Pop Small - \$2.25, Pop Medium - \$2.60, Pop large - \$3.05, Water - \$2.20, Juice - \$2.60, Mountain milkshake- chocolate, strawberry, or vanilla - \$4.00

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THE GRILL- Hamburger - \$4.95, Cheese Burger - \$5.25, Fries Lg. - \$4.99, Poutine Sm. - \$4.99, Poutine Lg. - \$6.50, Chicken Poutine - \$6.50.

## Judging Criteria:

Criteria	Grade Range	Grade Range	Grade Range
Elements Included	All elements in the Requirements for Completion are included. <b>(2)</b>	Most of the elements in the Requirements for Completion are included. <b>(1)</b>	Missing more than 2 of the elements in the Requirements for Completion. <b>(0)</b>
Graphics/Creativity/Attractiveness	Graphics, heading styles, and fonts used are clear and easy to read and have consistency in capitals and punctuation. The menu is creative and the colours are attractive and complimentary; it is easy on the reader's eyes. The elements included and overall look of the menu is professional. <b>(8-12)</b>	Graphics, heading styles, and fonts may not be clear and easy to read and may not have consistency in capitals and punctuation. Colours are not complimentary or too varied. Elements and message could be more professionally displayed. <b>(3-7)</b>	Menu items difficult to read. The colours/elements included require more professionalism. <b>(0-2)</b>
Content/Accuracy	The menu is displayed clearly to reader and is easy to understand. The menu items grab the reader's attention without too much searching. All menu item information is accurate. <b>(5-6)</b>	The menu could be clearer as it is not easy to understand. The menu items do not catch the reader's attention and blend together. All menu item information may not be clearly written or contain errors. <b>(3-4)</b>	The menu is not clear and item information is incorrect/ contains spelling errors. <b>(1-2)</b>

Total \_\_\_ / 20 **Word B Menu**

## WORD C MAIL MERGE: (for Level 2 only)

### Mail Merge a Promotional Letter to Radio and TV Stations

Using your Microsoft Word skills, you are tasked with creating a Mail Merge Letter to Radio and TV stations to air the company’s promotional material. You are asked to write the letter using appropriate business block style (left aligned, no indentation, and single spaced) and use the mail merge function to quickly prepare and send the letters.

### REQUIREMENTS FOR COMPLETION:

Below are items that you must include in your letter:

- The letter should not exceed one page
- It must include an appropriate company header with the company address
- The date and inside address (the station’s address using a **merge field**)
- An appropriate subject line
- An appropriate greeting and punctuation (using a **merge field**)
- An opening paragraph describing the company
- A middle paragraph(s) describing how people can still enjoy the food and music of Alberta and little bit of what to expect from the experience. Any other details you want to include in the body of the letter are welcomed
- A closing paragraph with contact information
- A signature line with company owner’s name

Two additional merge fields must be present in the letter to personalize the message. For example, “We look forward to hearing our AD on ‘**company name**’.”

#### Saved Documents to Submit Include:

1. The Letter Template – File name **CodeNameLetterTemplate**
2. The Merged Documents - File name **CodeNameMergedLetters**
3. Station address list - File name **CodeNameAddressList**

#### Station Address List to Include:

Attention: Wolman Hack Company Name: 937.2 Tadrit Radio Address: 12 Domino Road, Edmonton, AB, T5E 3E4	Attention: Mena Kuta Company Name: Gobal Edm News Channel Address: 7 Penny Lane, Calgary, AB, T9K 3L1	Attention: Dr. Peggy Allen Company Name: 101.1 Jazzy Hits Address: 131 54 St. SW, Calgary, AB, TW1 4E2
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### Judging Criteria:

Criteria	Grade Range	Grade Range	Grade Range
Elements Included	All elements in the Requirements for Completion are included. <b>(2)</b>	Most of the elements in the Requirements for Completion are included. <b>(1)</b>	Missing more than 2 of the elements in the Requirements for Completion. <b>(0)</b>
Letter Content and Mail Merge Requirements	Letter includes an appropriate and detailed opening, body, and closing paragraph(s). The letter is written in business block and includes the correct address. The letter includes appropriate merge fields and functions properly. <b>(8-12)</b>	Elements of the letter are missing or incorrect. The letter is not written in business block and/or does not include the correct address. The letter does not include appropriate merge fields that function properly. <b>(3-7)</b>	The letter and contents need more revision. <b>(0-2)</b>
Spelling, Grammar, and Professionalism	The writing and details of the letter are clear well structured. The letter is free of spelling and grammar errors. <b>(5-6)</b>	The writing could be clearer. Some areas may include run-on or incomplete sentences which need revision. Some spelling errors may be present. <b>(3-4)</b>	The letter details are unclear and the sentence structure, grammar, and spelling need attention. <b>(1-2)</b>

Total \_\_\_ / 20 Word C Mail Merge (Level 2 only)



## ***POWERPOINT Projects***

### **POWERPOINT A PPT for Advertisers: (for Level 1 & Level 2)**

#### **Create a PowerPoint Presentation to Sell Advertising Space**

At 'Hear Alberta Here' there are great opportunities for advertising on video screens on the restaurant walls and on our food trucks. This allows for companies to advertise across Alberta. Using your Microsoft PowerPoint skills, you are tasked with creating a self-running PowerPoint presentation to sell advertising space to local companies.

#### **REQUIREMENTS FOR COMPLETION:**

This project is using your creativity and the guidelines below to complete:

Below are the guidelines and items that you must include in your PowerPoint:

- Must be no more than 6 slides
- A suitable Title Slide with 'Hear Alberta Here' and a company symbol
- A colour theme of your choice
- At least 3 images
- A video or music clip that plays automatically
- At least 2 animations
- Transitions (can all be the same or some different)
- The presentation must play automatically with appropriate timing
- Save the presentation as **CodeNamePresentation1**

The presentation must give an overview of the 'Hear Alberta Here' Eateries and their expected growth in guests this summer. The Advertising that are available for purchase are 5 times per hour, 10 times per hour of 20 times per hour. Prices are monthly payments of \$250, \$300, and \$350 respectively per month.

File name – Codename – Level 1 or Level 2 PPT A

## Judging Criteria:

CATEGORY	2.0 marks	1.5 marks	1.0 mark	0.5 mark
<b>1. Originality</b>	Presentation shows considerable originality and inventiveness. The content and ideas are presented in a unique and interesting way.	Presentation shows some originality and inventiveness. The content and ideas are presented in an interesting way.	Presentation shows an attempt at originality and inventiveness.	Presentation is a rehash of other ppts ideas and/or graphics and shows very little attempt at original thought.
<b>2. Content - Accuracy</b>	All content throughout the presentation is accurate. There are no factual errors.	Most of the content is accurate but there is one piece of information that might be inaccurate.	The content is generally accurate, but one piece of information is clearly flawed or inaccurate.	Content is typically confusing or contains more than one factual error.
<b>3. Use of Graphics</b>	All graphics are attractive (size and colors) and support the theme/content of the presentation.	A few graphics are not attractive but all support the theme/content of the presentation.	All graphics are attractive but a few do not seem to support the theme/content of the presentation.	Several graphics are unattractive AND detract from the content of the presentation.
<b>4. Spelling and Grammar</b>	Presentation has no misspellings or grammatical errors.	Presentation has 1-2 misspellings, but no grammatical errors.	Presentation has 1-2 grammatical errors but no misspellings.	Presentation has more than 2 grammatical and/or spelling errors.
<b>5. Effectiveness</b>	Project includes all aspects needed to create an interesting highly effective presentation.	Project includes most material needed to gain interest but is lacking one or two key elements. It is an adequate presentation.	Project is missing more than two key elements. It would make an incomplete presentation.	Project is lacking several key elements and has inaccuracies that make it a poor presentation.

**Total \_\_\_\_\_ / 10 PowerPoint A Advertisers**

## **POWERPOINT B Alberta Music – Re-Opening: (for Level 1 & Level 2)**

### **Create a PowerPoint Presentation to Promote Re-Opening Weekend**

'Hear Alberta Here' restaurants and food trucks will play Alberta music all summer long. You are tasked with creating a PowerPoint Presentation to promote re-opening weekend with Alberta music. Your goal is to attract as many customers as you can for opening weekend (the first weekend in June). This PPT will play on popular social media sites, internet movie sites and in theatres.

### **REQUIREMENTS FOR COMPLETION:**

This project is using your creativity to complete. You can choose any 4 Alberta songs. Try to attract both young and old with your choices. 'Hear Alberta Here' will play both new and retro songs so you can choose your own favourites!

The only requirement for this presentation is that you do a voice recording of yourself promoting the eateries with the presentation. As well, your choice of music should play sometime during the ppt. It doesn't have to be a long ppt, but enough to support your ideas. We want you to really sell it to us!

**Save your presentation as CodeName - Level 1 or 2 - PPT B Alberta Music**

Label File: **CodeName - Level 1 or 2 - PPT B Alberta Music**

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## Judging Criteria:

CATEGORY	2.0 marks	1.5 marks	1.0 mark	0.5 mark
<b>1. Originality</b>	Presentation shows considerable originality and inventiveness. The content and ideas are presented in a unique and interesting way.	Presentation shows some originality and inventiveness. The content and ideas are presented in an interesting way.	Presentation shows an attempt at originality and inventiveness.	Presentation is a rehash of other ppts ideas and/or graphics and shows very little attempt at original thought.
<b>2. Content - Accuracy</b>	All content throughout the presentation is accurate. There are no factual errors.	Most of the content is accurate but there is one piece of information that might be inaccurate.	The content is generally accurate, but one piece of information is clearly flawed or inaccurate.	Content is typically confusing or contains more than one factual error.
<b>3. Use of Graphics</b>	All graphics are attractive (size and colors) and support the theme/content of the presentation.	A few graphics are not attractive but all support the theme/content of the presentation.	All graphics are attractive but a few do not seem to support the theme/content of the presentation.	Several graphics are unattractive AND detract from the content of the presentation.
<b>4. Spelling and Grammar</b>	Presentation has no misspellings or grammatical errors.	Presentation has 1-2 misspellings, but no grammatical errors.	Presentation has 1-2 grammatical errors but no misspellings.	Presentation has more than 2 grammatical and/or spelling errors.
<b>5. Effectiveness</b>	Project includes all aspects needed to create an interesting highly effective presentation.	Project includes most material needed to gain interest but is lacking one or two key elements. It is an adequate presentation.	Project is missing more than two key elements. It would make an incomplete presentation.	Project is lacking several key elements and has inaccuracies that make it a poor presentation.

**Total \_\_\_\_\_ / 10 PPT B Alberta Music (Level 1 & 2)**

## **EXCEL Projects**

### **EXCEL A Sales Report: (for Level 1 & Level 2)**

May 31 - June 1, 2021 Weekend Sales Totals

'Hear Alberta Here' is asking for a detailed Sales Report for the 2021 weekend of May 31 - June 1 to be created using Excel. You have some data saved in Excel Files that you will combine into one Excel Workbook. You will add formulas to create the report and determine all of the total sales. Use the guidelines below to create your spreadsheets and calculations.

#### **REQUIREMENTS FOR COMPLETION:**

Open and save a new excel workbook named **CodeName-Level 1 or 2 - FoodSales**

**Files have been snipped from Excell and placed at end of this activity.**

Add 2 additional Sheets and name the 3 sheet tabs 1) **2021 Edmonton Sales** 2) **2021 Calgary Sales** 3) **2021 Total Sales** (Note: Food truck sales have been included in location closest to their placement).

Move to the **2021 Edmonton Sales** sheet and load the **2021 Edmonton** numbers from this word document in the same format as shown.

Move to the **2021 Calgary Sales** sheet and load the **2021 Calgary** numbers from this word document in the same format as shown.

On the **Edmonton and Calgary worksheets**, make the following changes:

Insert 2 rows at the top of the worksheet

Merge and Center cells A1:C1 and insert the Title '**Hear Alberta Here**'

Merge and Center cells A2:C2 and insert the following Subtitles: **Edmonton Locations** on the Edmonton worksheet, **Calgary Locations** on the Calgary Worksheet

**Align** all of the contents in each cell of the tables so the numbers look consistent (left align/right align)

Assign the **Currency Style** to the appropriate cells and eliminate the decimal places for the three day's sales

Input Data/Formulas

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On the 2021 Sales Worksheets for Edmonton and Calgary, do the following:

**Insert a column** to the right of Day 3 Sales and create totals for each time of day, name it: **Food Sales**

In cell G1 type the title **Food Cost**

In cell G2 type **80%** - This is the food cost price before markup / profit is added

Create a formula in Column G to calculate the Food Cost using the Food Sales and the 80%

Use an Absolute Cell Reference if needed. Copy the formula down the column using the fill handle for the remaining items.

Format the cells of the column to **currency**

In column H call it **Profit Time of Day** and subtract **Food Cost** from **Food Sales** for each of the time periods

Creating an If Function

On the 2021 Worksheets for Edmonton and Calgary, do the following:

**Insert a column** to the right of the **Profit** column and name it **Goal Status**

Create an IF Function in **column I** for the following: If the **Profit** is greater than or equal to \$800 then you want to display the word **“Profit”**, if it is lower than \$800 then you will display the words **“Break Even”** – centered and bold.

Use the fill handle to copy the formula down the column for the rest of the items

Creating a Formula for Projected Sales

On the 2021 Sales Worksheets for Edmonton and Calgary, do the following:

**Insert a column** to the right and name it **2022 Projected Sales**

In cell J3 type the title **“2022 Projection @ 30% Increase**

• In cells J5:J7, you will create a formula for the 2022 Projected Sales by doing the following:

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○ In cell J5 create a formula that will show what the Total Sales would look like in 2022 if it increased by 30%. (hint\* the answer should be 30% higher than the number currently in cell F5)

Place **1.3** in J4 to use as a multiplier in your formula

Copy the formula down the column using the fill handle for the remaining items.

### Creating a Table from a Data Range

On the 2021 Sales Worksheets for Edmonton and Calgary, do the following:

Place your cursor in the Data Range and **Format the Data Range as a Table**. Choose a style of your choice.

Be sure to check the box that says your table has headers. Also, be sure to have the correct range for your table

### Creating a Total Row

On the 2021 Sales Worksheets for Edmonton and Calgary, do the following:

Place your cursor in the table and add a **Totals** Row

Add totals for all columns and **bold your values**

### Creating Average, Maximum, and Minimum Functions

On the 2021 Sales Worksheets for Edmonton and Calgary, do the following:

In cell K1 add the heading **“Average Projected Food Sales 2022 per Time Period”**. Calculate the Average for the 2022 Projected Sales in cell K8

### Creating Conditional Formatting

On the 2021 Sales Worksheets for Edmonton and Calgary, do the following:

Using conditional formatting, apply a rule to the Sales column that will Highlight any cells that equal \$0 in Red Fill with Dark Red Font.

### 3D Formulas

On the 2021 Total Sales Worksheet do the following:

Move to the **2021 Total Sales** worksheet

Your totals worksheet should be formatted as follows before you enter your 3D formula

	<b>Hear ALBERTA Here</b>			
2021				
Sales		<i>Total</i>	2022 Projected	

In **column G** create heading “**2022 Total**” create a 3D formula that will sum the Total Sales from the Calgary and Edmonton worksheets.

In column G under the heading “**2022 Projected Total with 30% Increase**” create a 3D formula that will sum the 2022 Projected Sales for the Calgary and Edmonton worksheets.

### Pivot Chart and Table

The company would like an easy way to sort and filter the Table on the **2021 Edmonton Sales worksheet only**. You will be using a Pivot Chart and Table.

#### Steps:

Using the Table on the 2021 Edmonton Sales worksheet, create a Pivot Chart and Pivot Table based on the information in the table. (Hint- Use the Insert PivotChart&PivotTable button)

The PivotChart and PivotTable should be on a **new sheet** named **Sales**

The company is asking you to use the PivotTable and Chart to show **how many values for day. (Day & Time Axis and Sales in the Values)**

Move the PivotChart to the right of the PivotTable

Change the PivotChart type to a **Clustered Column chart** and add the Title **Sales by location & time of day**

Add **call out data labels** to the data bars so they are visible



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Change the colour of the Data Bar with the Highest Sales to Green and the Data Bar with the Lowest Sales to Red

Please review all sheets and make any adjustments to create them easier to read.

	2021 Sales			
Sales	Edmonton	Day 1	Day 2	Day 3
	AM	\$454	\$1,098	\$3,426
	PM	\$675	\$675	\$2,765
	Evening	\$657	\$344	\$1,999

	2021			
Sales	Calgary	31-May	1-Jun	Day 3
	AM	767	980	768
	PM	765	3425	1654
	Evening	343	887	675

## Judging Criteria:

Each task in this workbook is worth 1 point and will be graded from the total points earned.

## EXCEL B Song Rating Spreadsheet: (Level 2 only)

### Creating a Song Rating Spreadsheet for Alberta Music Enthusiasts

Using your Microsoft Excel skills, you are tasked with creating a Spreadsheet that listeners can use to keep track of their favourite songs and rate them according to their liking. This spreadsheet can be for personal use but people are also requesting a way to keep track of their song experiences for their online podcasts etc. As well these will be shared with musicians. (For now, the form will be on paper but next year it is planned to be interactive and on the HRH website).

### REQUIREMENTS FOR COMPLETION:

This project is using your creativity and showing the competition judges what you can do in Excel. The colours, organization of your information, and functions are up to you.

Below are items that you must include in your Spreadsheet:

- At least 5 song names for mock data to show how your spreadsheet works
- A Table/Data Range that's clear and easy to read
- At least 3 advanced functions (more than just sum, minus, multiplication)- example could be an if statement, a count function, or an average function, etc.
- An appropriate Title
- Conditional Formatting to highlight certain aspects of your spreadsheet. For example, a 5-star rating or a Gold rating (however you are choosing to rate songs)
- At least one chart or graph to highlight important parts of your data
- Save the file as **CodeName-Level 2 - SongsRating**

This spreadsheet is meant to be fun and creative. Often times we test only 4 or 5 Excel items when you know much more than that or have a different vision for representing data. This is your opportunity to show off your skills!

### Judging Criteria:

Criteria	Grade Range	Grade Range	Grade Range
Elements Included	All elements in the Requirements for Completion are included. <b>(2)</b>	Most of the elements in the Requirements for Completion are included. <b>(1)</b>	Missing more than 2 of the elements in the Requirements for Completion. <b>(0)</b>
Spreadsheet Content and Functionality	Spreadsheet is easy to understand and use. The content is clearly displayed and organized with colours that are not distracting to the user. Data and functions used show great knowledge of Excel. The Chart is professional and labelled properly. User is able to add songs of their choice and the spreadsheet functions well. <b>(15)</b>		

Total \_\_\_ /

## **ACCESS Projects (for Level 2 only)**

### **ACCESS A Company Information: (for Level 2 only)**

This project will be graded for Level 2 Students Only. If Level 1 would like to try it you certainly can but it will be for feedback only.

Access Database to Store Company Data

'Hear Alberta Here' Eateries has asked you to create a new database to store their company data. They need several questions answered by creating queries and they are looking to update the look of their interface (form view of their database) by creating a new form from scratch.

## **REQUIREMENTS FOR COMPLETION:**

### **Steps:**

- Open a new database and name it **CodeNameHAHDatabase**
- Import the file SalesTable.xlsx from your data files
- Determine your primary key, data types, field properties, etc. based on the information in your table
- Save the table as **SalesTable**

### **Creating a New Table Steps:**

- Create a new table and name it **EmployeeTable**
- Add the data given to you in the Employee Table Image found below:
- Determine your primary key, data types, field properties, etc. based on the information in your table
- Use an **Input Mask** to enter the Phone Number

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Employee ID	First Name	Last Name	Location	Phone Number	Salary	Hire Date
312	Jonny	Castle	Edmonton	780-243-6457	35000	1-Jan-19
423	Michael	Scott	Calgary	403-367-9876	42655	3-Feb-21
513	Chandler	Bing	Edmonton	780-934-9132	21342	5-Mar-22
112	Lucy	Liu	Edmonton	780-754-9998	32312	1-Jan-22
143	Bruce	Lee	Calgary	403-874-6686	12424	1-Jun-21
845	Aasif	Mandvi	Calgary	403-118-1555	45465	23-Nov-21
187	Morgan	Freeman	Calgary	403-223-4455	43222	1-Oct-21
313	Marlon	Brando	Calgary	403-112-6655	32424	5-Apr-19

## Create a Relationship and Queries Steps:

- Create a one-to-many relationship between the SalesTable and EmployeeTable

HAH has asked you several questions for which you will need to create queries. Create queries for the following questions and name them properly:

- Query 1: HAH would like a list of food sales for the Time of the Day **AM**. The list should include the Transaction Number, Location, Time of the Day, Number of Items Sold, Food Sales Total and Employee ID from the SalesTable. Type in **Time of the Day AM** as the criterion for the **Time of the Day** Field. Add a totals row to the query to sum up the **Food Sales Total** for the **AM**. Save the query as **TimeoftheDayQuery**.
- Query 2: Using the SalesTable, create a query that shows the **Time of the Day** and **Food Sales Total** in the **AM** that is greater than \$30. Add a totals row to the query to sum up the food sales that are greater than \$30. Save the query as **FoodSalesQuery**.
- Query 3: Your boss needs a list of any employee who has sold more than two items during the **AM**. Using the SalesTable show the **Number of Items Sold** and **Time of the Day** fields and from the EmployeeTable, show the **Employee First Name** and **Last Name**. Search for the Time of the Day **AM** AND any **Number of Items Sold** that is **greater than 2**. Save the query as **GreaterThan2Query**.
- Query 4: HAH would like a list of the **Number of Items** and **Food Sales Total** that had more than or equal to 2 **Number of Items Sold** OR more than or equal to \$30 in Food Sales Total. Save the query as **RevenueQuery**.
- Query 5: You were on the phone with a customer who told you they were talking to an Employee but didn't know their name because the phone connection was not clear. You know the last name began with "S". Using the EmployeeTable create a query that includes the Employee ID, First Name, and Last Name that searches any last name that begin with "S". Save the query as **SQuery**.

### **Adding New Fields/Formulas Steps:**

- Create a lookup field in the EmployeeTable called “Employee Type” that displays the following options: Permanent and Casual
- All of our current Employees are permanent. Create an update query to update all Employee Types to display “Permanent”. Name the query **UpdateQuery**.
- Add a new field to the EmployeeTable called “Picture”. Add the images for Employee ID Numbers 112, 143, and 187 from your data files

### **Create a Report**

The company needs a report for the Food Sales by the Time of the Day.

#### **Steps:**

- Create a report using the Employee ID, First Name, and Last Name, from the EmployeeTable, and the Transaction Number, Location, Time of the Day, Number of Items Sold, Food Sales Total, Employee ID from the SalesTable.
- Group by **Number of Items Sold** and Sort in Ascending order by **Time of the Day**.
- Change to Landscape Orientation and the Report Title to “**Food Sales by Time of the Day**”
- Make sure all information is visible and Save the report as “**Food Sales by the Time of the Day**”

### **Creating a Form**

HAHE needs you to create a new form for their employees to use when they are working with this database. They have given you a quick sketch below to show you what they would like included on the form. It is your job to create the form based on the sketch and it will be used as the new interface for the database.

#### **Steps:**

- Create a form using the EmployeeTable
- Your form should include all the elements found in Image 1-A below
- Name the form *EmployeeSalesForm*
- Add a Subform to the form that will include the Transaction Number, Time of the Day, Number of Items
- The Subform will be in the “Tabular” layout
- Name the Subform “TimeoftheDay”

- Delete the “label” for the Subform
- The form title should be EmployeeSalesForm
- The title should be dark Green, bold, and underlined
- The Labels and Content Controls should have the special effect “Shadowed”

**EmployeeSalesForm**

Employee ID: 112

First Name: Lucy

Last Name: Liu

Phone Number: (780) 754-9998

Picture

Transaction Number	Time of the Day	Number of Items Sold
31235	PM	3
31236	Evening	3
31237	AM	2

Image 1-A



112



187



143

**2022 SECONDARY SKILLS  
CANADA ALBERTA  
VIRTUAL COMPETITION**



**INSPIRE.  
DEVELOP.  
ELEVATE.**



**Judging Criteria:**

Each task in this workbook is worth 1 point and will be graded from the total points earned.