



# 2023 Provincial Skills Canada Competition



## Contest Description

Edmonton Expo Centre, Edmonton

May 3 & May 4, 2023

L2

<b>EVENT:</b> IT Office Software Applications (Level 2)	<b>LEVEL:</b> Secondary (Grade 10-12) (Level 2)																
<b>WORLDSKILLS TRADE #:</b> 08	<b>LOCATION:</b> Hall B, Edmonton EXPO Centre, Edmonton																
<b>DURATION:</b> 10 hours, 2 days	<b>REGIONALIZED:</b> No																
<b>EQUIPMENT DROP OFF</b> MAY 2: 5:00PM – 6:00PM <b>EQUIPMENT SET UP AND TESTING</b> MAY 2: 7:30PM – 8:30PM																	
<b>COMPETITION SCHEDULE:</b>																	
<b>May 3:</b>	<b>May 4:</b>																
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### GENERAL DESCRIPTION

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.

### 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





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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 numbering.
- Inserting manipulating and using images, WordArt, diagrams, illustrations, and charts to enhance documents.

Spreadsheet Applications may include but are not limited to:

- Accessing data and developing a spreadsheet to answer specific questions.
- Importing data from files of various types.
- Formatting cells to enhance data by using alignment, number and style options.
- Using spreadsheet layout, formulas, and functions such as sum, mean, maximum, date and time.
- Creating complex spreadsheets which include linked cells, mixed cell addressing and mathematical formulas.
- Planning and designing spreadsheets in order to predict and forecast using “what if” scenarios.
- Using advanced formulas like 3D formulas and functions such as “if-statements” and “look-ups” while working with single and multiple sheets.
- Incorporating macros in spreadsheets to edit data, to replace cells, etc.
- Creating complex chart graphs and charts.
- Enhancing and modifying complex charts and graphs and determining which type to use for a given situation.
- Inserting headers and footers, viewing split screen, and printing final version displaying formulas.

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.





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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.***

## 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, 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 into 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 points.*



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(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  $((\text{Selling Price} - \text{Cost Price}) / \text{Cost Price})$
- 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



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- Report should also calculate the percent of total for sums

(Question excerpt)

## EQUIPMENT & MATERIALS

### Equipment and Materials Supplied by Competitors:

**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 10 or greater (French and/or English version)
  - o Microsoft Office 2019 (French and/or English version)
    - Word
    - PowerPoint
    - Excel
    - Access

If competitors are bringing 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.

**Note, computers must remain inside the competition area for the duration of the competition from the time the competition begins on Day 1 to when the competition ends on Day 2 (including overnight). Competitors may supply their own locking cables if they wish.**

**Equipment Set-Up and Testing for all event areas that are Bring Your Own Device will be held on Tuesday May 2, 2023 at 7:30pm (following opening ceremonies/registration).**

### Equipment Set-up and Testing (for BYOD events)

Immediately following the Opening Ceremonies and registration, students who are competing in technology-based events that are a BYOD event will be given an opportunity to set up and test their equipment to ensure their equipment is fully functional and networked (where required) prior to the start of the competition. If preferred, this equipment can be dropped off to the contest site area no earlier than one hour prior to the start of the Opening Ceremonies. Only accredited students and educators will be permitted into the competition site for equipment drop off and testing. Students who miss the equipment and setup testing opportunity will need to set up their equipment AFTER the mandatory COMPETITOR ORIENTATION time on the day of competition. Any time that is required to set up and test their equipment on the competition day



Ordinateurs  
pour les écoles



**RICOH**





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will be part of their overall competition time. The competition time for these competitors will NOT be extended.

Other:

- Writing tools including a highlighter
- Appropriate business attire should be worn (Casual wear such as shorts will not be permitted. No loose-fitting clothes or jewellery.) (Dress in layers to accommodate varying temperatures.)
- Competitors must provide their own power bar and extension cords for all BYOD devices.

## 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.

## JUDGING CRITERIA

• <i>Word Processing Applications</i>	25%
• <i>Spreadsheet Applications</i>	25%
• <i>PowerPoint Applications</i>	25%
• <i>Access Database</i>	25%
<b><i>Overall Total</i></b>	<b>100%</b>

## 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.

## 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 2070: Database 2

INF 1050: Database 1

INF 2080: Spreadsheet 2

INF 1060: Spreadsheet 1

INF 3095: Productivity Software Integration

INF 3060: Word Processing 3

INF 2050: Word Processing 2

INF 1030: Word Processing 1

INF 2100: Reports

INF 2090: Correspondence





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## ADDITIONAL INFORMATION

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

[Regional and Provincial Rules and Regulations](#)

### Competitor Registration

Registration for Provincial Skills Canada Competition (PSCC) will open online on January 18, 2023 @ 8:30 AM. Please refer to this competitions event page for additional registration and competition information:

<https://skillsalberta.com/competition/>

### Lunch

Lunch for accredited competitors will be provided by Skills Canada Alberta.

**Parking & Venue Maps:** <http://edmontonexpocentre.com/attend/parking/>

### Opening Ceremonies / Competitor Registration

Opening Ceremonies for the PSCC will take place on Tuesday May 2, 2023 at 6:00 pm in Hall D of the Edmonton EXPO Centre. Admission is free, and everyone is welcome to attend. It is important to note that competitor registration will open immediately following the Opening Ceremony.

### Awards Ceremony

The Awards Ceremony will take place on Thursday May 4, 2023 at 6:30 pm in Hall D of the Edmonton EXPO Centre. Admission is free and everyone is welcome to attend. The Awards Ceremony will be shown live at

<http://skillsalberta.com/>

### Team Alberta Information

Team Alberta will be selected at the PSCC Awards Ceremony. Gold medalists will then be eligible to participate at the Skills Canada National Competition (SCNC) on May 24- 27, 2023 in Winnipeg MB. 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/>.

During the PSCC Awards Ceremony on Thursday May 4, 2023 gold medalists will be given their Team Alberta information package and will confirm their participation in the SCNC. Students must be present at the Awards Ceremony to claim their position on Team Alberta. If the Gold medalist is not able to attend SCNC, the next top ranking individuals will be asked to participate. If a student is not able to attend the Awards Ceremony a letter confirming the student's interest in Team Alberta participation must be emailed to [javierad@skillsalberta.com](mailto:javierad@skillsalberta.com) prior to the start of competition on May 3, 2023.





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Please prepare your students in advance to accept a position on Team Alberta and outline how your school will support their participation. Furthermore, it is very important that all fieldtrip/travel information for potential Team AB members is organized and completed prior to the selection of Team AB.

## Questions?

Please contact Kennedy Mayer at [kennedym@skillsalberta.com](mailto:kennedym@skillsalberta.com) if you have any questions regarding the Contest Description.

## COMMITTEE MEMBERS

David Warner – SAIT	Kathy Moore – SAIT
Sarah Ibrahim – SAIT	Susan Wegner - Consultant

