



2023 Calgary Regional Skills Canada Competition

Contest Description (Scope Document)

SAIT Main Campus

Saturday March 18, 2023

EVENT: IT Office Software Solutions for Business (Level 2)	LEVEL: Secondary								
DURATION OF CONTEST: FOUR HOURS	LOCATION: MB307, Stan Grad Centre, 3rd Floor								
COMPETITION SCHEDULE: <table border="1"> <tr> <td>ORIENTATION</td> <td>9:00 am</td> </tr> <tr> <td>COMPETITION</td> <td>9:20 – 11:30 am</td> </tr> <tr> <td>LUNCH</td> <td>11:30 am – 12:30 pm</td> </tr> <tr> <td>COMPETITION</td> <td>12:30 - 2:20 pm</td> </tr> </table>	ORIENTATION	9:00 am	COMPETITION	9:20 – 11:30 am	LUNCH	11:30 am – 12:30 pm	COMPETITION	12:30 - 2:20 pm	REGIONALIZED: NO If YES, To compete at the Provincial Skills Canada Competition students must qualify at their Regional Skills Canada Competition.
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COMPETITION	9:20 – 11:30 am								
LUNCH	11:30 am – 12:30 pm								
COMPETITION	12:30 - 2:20 pm								
AWARDS CEREMONY INFORMATION: The Awards Ceremony and lunch will take place at approx. 2:30pm on Saturday March 18, 2023 in MacDonald Hall which is in the Heritage Hall Building. Admission is Free and everyone is welcome to attend.									

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.

The gold medal winner in this competition will earn a spot at the Provincial Skills Canada Competition.



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:

- Knowledge of advanced formats for preparing single and multi-page business documents (ie. correspondence, memos, letters, reports, brochures, etc.). Accurate keyboarding and editing skills including proofreading. Enhance documents and formatting of text.
- Produce a variety of attractively displayed information including multi-column tasks.
- Read and follow specific directions.
- Preparing documents for merging.
- Advanced paragraph/column formatting.
- Insert, manipulate and use images and objects, drawing shapes, WordArt, diagrams, illustrations and charts to enhance documents.
- Use advanced reference features including table of contents, bookmarks and cross-references etc.
- Spreadsheet Applications may include but is not limited to:
- In-depth knowledge of spreadsheet layout, formulas and functions such as sum, mean, minimum, maximum, date and time, count.
- Create more complex spreadsheets which include linked cells, mixed cell addressing and mathematical formulas.
- Insert headers and footers, view split screen, and print final version displaying formulas.
- Access data and develop a spreadsheet to answer specific questions.
- Create and manipulate charts.
- Plan and design a spreadsheet in order to predict and forecast using "what if?" scenarios.
- Import data from files of various types.
- Use advanced formulas and functions such as "if-statements" and "look-ups".

Spreadsheet Applications may include but is not limited to:

- In-depth knowledge of spreadsheet layout, formulas and functions such as sum, mean, minimum, maximum, date and time, count.
- Create more complex spreadsheets which include linked cells, mixed cell addressing and mathematical formulas.
- Insert headers and footers, view split screen, and print final version displaying formulas.
- Access data and develop a spreadsheet to answer specific questions.
- Create and manipulate charts.
- Plan and design a spreadsheet in order to predict and forecast using "what if?" scenarios.
- Import data from files of various types.



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- Use advanced formulas and functions such as "if-statements" and "look-ups".

Database applications may include but is not limited to:

- Develop and create a database involving advanced features.
- Design and develop fields in multiple tables.
- Develop appropriate relationships between the fields.
- Search and query database files at an advanced level to retrieve requested information.
- Use mathematical operators, wildcards and dates when designing and running queries.
- Prepare advanced reports.
- Link tables.
- Merge databases with other documents.
- Analyze the data generated by the database queries.

Presentations and graphics may include but is not limited to:

- Create well organized presentations
- Apply backgrounds, animations, timings, and transitions.
- Knowledge and use of advanced functions.
- Insert, modify and format text and various forms of visual content that may include shapes, charts, tables, graphics, WordArt and diagrams. • Link and embed objects from various Office applications.
- Create customized presentations including work with various masters.
- Integration topics may include but is not limited to:
- Copy, paste, embed, link, export and import data between the four software applications within the Microsoft Office suite.

PROJECT DESCRIPTION

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.

Uniform

N/A

EQUIPMENT & MATERIALS

Equipment and Materials Competitors Must Supply:

Writing tools including a highlighter	
Appropriate business attire should be worn	



Equipment and Materials Supplied by the Committee:

Compatible Pentium type microcomputers with monitors and a two button mouse	
Headset/speakers Software:	
Windows Operating System Microsoft Office 2016	

JUDGING CRITERIA

Word Processing Applications	30%
Spreadsheet Applications	30%
PowerPoint Applications.....	20%
Access Database.....	20%
Overall Total.....	100%

RELATED CAREER AND TECHNOLOGY STUDIES COURSES

Descriptions of all modules are located at the following website:
<https://education.alberta.ca/career-and-technology-studies/programs-of-study/>

CLOTHING REQUIREMENT

It is important that competitors present a professional image and appearance. 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 will not be permitted. No loose fitting clothes or jewelry.

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.

ADDITIONAL INFORMATION

Lunch will be provided for all competitors. Unfortunately, all allergies may not be able to be accommodated for. Please connect with the local Regional Coordinator for more information. Regulations & Policies: A copy of the Skills Canada Alberta Regional Regulations & Policies can be found at the following link: <http://www.skillsalberta.com/policies-and-procedures>

COMMITTEE MEMBERS

Sarah Ibrahim	SAIT
Kathy Moore	SAIT

