



Contest Description
Edmonton Expo Centre, Edmonton
May 8 & 9, 2024

EVENT: IT Office Software Applications	LEVEL: Post-Secondary																
WORLDSKILLS TRADE #: 08	LOCATION: Hall B, Edmonton EXPO Centre, Edmonton																
DURATION: 10 hours, 2 days																	
EQUIPMENT DROP OFF, SET-UP AND TESTING MAY 7: 4:00PM – 5:30PM																	
COMPETITION SCHEDULE:																	
May 8:	May 9:																
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*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**.*

No Apple products permitted due to incompatibility with Microsoft 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.





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 intricate knowledge and understanding of the vast potential contained within the widely-used suite of applications contained in Microsoft Office. With this high level of skills, the competitors will be able to create customized business solutions with a professional quality as they meet the challenge of a typical business-related project.

Purpose of the Challenge:

This competition will evaluate the ability of Post-Secondary students 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 advanced-level skills from within MS Word, Excel, Access, and PowerPoint.

Skills and Knowledge to be tested:

1. Databases may include, but is not limited to:

Building a database

- Setting up tables with correct fields, keys and data types
- Applying table and field properties (validation rules, input masks, lookups, etc.)
- Importing data from a variety of sources and in a variety of formats
- Designating primary and foreign keys
- Setting up correct relationships between tables

Designing and using forms

- Creating forms and sub forms for a range of uses
- Controlling data entry through forms
- Adding and setting up appropriate controls in forms
- Controlling record navigation in a form
- Setting properties

Querying a database

- Filtering and searching records
- Constructing and using select, parameter and action queries
- Adding a calculated field to a query
- Performing calculations on a record grouping

Designing and using reports

- Producing and modifying reports (simple, grouped, summary and sub reports) following a stated layout and format
- Creating pivot tables and charts
- Setting report properties



- Using calculated fields in reports
- Formatting a report for printing

Sharing data across applications

- Importing and exporting data according to specifications
- Integrating data with external sources

Customizing and automating processes

- Automating loading and displaying of objects
- Customizing the Access environment

2. Spreadsheets may include, but is not limited to:

Construct a spreadsheet

- Using formulas, as required
- Creating, modifying and formatting spreadsheets using the full range of Excel's formatting features including conditional formatting
- Using a variety of built-in functions (statistical, mathematical, text, logical, financial, date and time).

Using Design and Analysis tools

- Performing 'What If' analysis using 'Goal Seek / Solver / Scenario Manager'
- Analyzing data using PivotTables and Pivot Charts

Using Data and Table functions

- Defining and applying data filters
- Using the sub-totalling feature
- Querying spreadsheet data
- Setting up and applying validation rules to spreadsheet data

Sharing data across applications

- Importing and exporting data according to specifications
- Integrating data with external sources

Printing spreadsheets

- Setting printing options to output a chart, worksheet, workbook, PivotTable report according to specifications

Creating charts and graphs

- Creating, modifying and formatting the full range of charts according to specifications
- Creating dynamic charts
- Creating and using PivotTables and PivotCharts

Customizing and automating processes

- Automating loading and display of objects
- Hiding/unhiding/freezing rows and columns
- Setting up templates with appropriate protection

- Customizing the Excel environment
- Customizing an Excel worksheet
- Enhancing worksheets using themes
- Working with comments

Using graphical objects

- Inserting, modifying and formatting graphic objects
- Changing the order of layered graphic objects
- Grouping graphic objects

Using multiple workbooks

- Creating a workspace
- Consolidating data
- Linking cells in different workbooks
- Editing links

Using auditing features

- Tracing cells
- Troubleshooting errors in formulas
- Troubleshooting invalid data and formulas
- Creating a data list outline

3. Word Processing may include, but is not limited to:

- Applying the full range of text, paragraph, page and document formatting
- Creating, editing and formatting tables
- Creating and modifying charts
- Inserting, drawing, modifying and manipulating graphical objects

Using Mail Merge

- Setting up a main document
- Connecting the document to a data source
- Refining the list of recipients by sorting and filtering data
- Applying conditions and rules

Referencing

- Setting up and using indexes, cross-references, captions, tables of contents, footnotes and endnotes
- Using fields and calculations in documents
- Creating, managing, revising and distributing long documents and forms.
- Preparing documents for printing or for publishing electronically

Sharing data across applications

- Importing and exporting data according to specifications
- Integrating data with external sources

Customizing and automating processes

- Automating the loading and display of objects
- Providing user interactivity by means of forms and fields
- Protecting forms
- Creating, editing and applying themes to documents
- Creating, modifying and using templates

4. Presentations may include, but is not limited to:

Creating a presentation

- Creating and modifying slides using a variety of layouts and formats
- Using text effects
- Including tables and charts in a presentation
- Importing data (text, spreadsheet, charts, etc.)
- Hiding/unhiding slides

Adding special effects to presentations

- Adding multimedia elements
- Customizing slide component animation
- Inserting media files (movie, sound, etc.)

Adding graphical objects to a presentation

- Inserting and manipulating illustrations, shapes, WordArt, SmartArt, diagrams & graphics
- Modifying and working with objects
- Changing object orientation
- Formatting objects
- Grouping and ungrouping objects
- Arranging objects

Customizing and automating processes

- Automating loading and displaying of objects
- Creating, modifying and using templates
- Setting up a slide master
- Customizing slide layouts
- Creating custom themes
- Customizing bullets
- Adding common slide information
- Modifying the notes master
- Modifying the handout master

Preparing a presentation for delivery

- Spell checking

- Arranging slides
- Adding transitions
- Applying animation effects
- Executing other programs during a slideshow
- Creating speaker notes
- Printing a presentation
- Packaging a presentation
- Setting up a custom show
- Annotating a presentation
- Creating a presenter-independent slide show
- Setting up and applying automatic timings to a slideshow

Collaborating on a Presentation

- Publishing slides to a slide library
- Sharing a presentation.

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. 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 investors. This letter information is given in your data file.*

- *You are asked to prepare a copy of the letter to send to a potential investor, who was met at a trade show last week. You can find the address in your data files.*

- Prepare the letter for signature. The letter must be professionally formatted in Block style 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.

(Question excerpt)

Sample PowerPoint Question

The Deliverable: The company would like you to create a simple PowerPoint Presentation to promote your products to prospective investors. The presentation will be shown throughout Alberta and across Canada to create excitement and provide information to potential investors. 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 button on Slide two that will bring the reader back to slide one
- 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

(Question excerpt)

Sample Excel Question

The Deliverable: The potential investors 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 different total expenses displayed. 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%"
- Create a Pivot chart on its own sheet displaying the summarized information

(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)

Equipment and Materials Supplied by Competitors:

IMPORTANT: Competitors are required to bring their own device and software that meets or exceeds the stated requirements for their 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 allowing for USB sticks, documents and possibly software to be saved/installed to the hard drive and IT support can be properly provided onsite. This may require administrator privileges to access the CMOS settings. All USB sticks will be provided.

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 7, 2024, at 4:00pm (before opening ceremonies/registration).





Equipment Set-up and Testing (for BYOD events)

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

Test Project change at the Competition

Where the Test Project has been circulated to Competitors in advance, PTC can change a maximum of 30% of the work content.

Other Information

- Writing tools including a highlighter
- Appropriate business attire should be worn (Dress in layers to accommodate varying temperatures.)
- Competitors must provide their own power bar and extension cords for all BYOD devices.
- Competitors should bring their own headphones to complete project audio requirements.
Competitors are allowed to listen to music during the competition.

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%
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.

ADDITIONAL INFORMATION

Skills Canada Alberta Regional and Provincial Rules and Regulations

[Regional and Provincial Rules and Regulations](#)

Test Project change at the Competition

Where the Test Project has been circulated to competitors in advance, PTC can change a maximum of 30% of the work content.

Lunch

Lunch for competitors will be provided by Skills Canada Alberta.

Parking & Venue Maps

<http://edmontonexpocentre.com/attend/parking/>

Parking is FREE for all attendees.

Opening Ceremonies / On-site Provincial Competitor Registration

Opening Ceremonies for the PSCC will take place on Tuesday May 7, 2024, 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 Ceremonies.

Awards Ceremony

The Awards Ceremony will take place on Thursday May 9, 2024, 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 27- June 1, 2024, in Quebec City, QC. 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 9, 2024, 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 prior to the start of competition on May 8, 2024.

Please prepare your students in advance to accept a position on Team Alberta and outline how your school will support their participation.

Questions?

Please contact Whitney Koop at whitneyk@skillsalberta.com if you have any questions regarding the Contest Description.

COMMITTEE MEMBERS

David Warner – SAIT	Lajpreet Kaur – SAIT
Susan Wegner – Consultant	Sydney Visser
Sarah Ibrahim – SAIT	
Shane Boothe – Bow Valley College	

