



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

L1

EVENT: IT Office Software Applications (Level 1)	LEVEL: Secondary (Grade 10-12) (Level 1)																
WORLDSKILLS TRADE #: 08	LOCATION: Hall B, Edmonton EXPO Centre, Edmonton																
DURATION: 8 hours (two days)	REGIONALIZED: No																
EQUIPMENT DROP OFF, SET-UP AND TESTING MAY 7: 4:00PM – 5:30PM																	
<p>COMPETITION SCHEDULE:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>May 8:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;"><i>ORIENTATION</i></td><td style="padding: 2px;">8:15 am - 8:45 am</td></tr> <tr><td style="padding: 2px;">Competition</td><td style="padding: 2px;">8:45 am -11:45 am</td></tr> <tr><td style="padding: 2px;"><i>LUNCH</i></td><td style="padding: 2px;">11:45 am - 1:00 pm</td></tr> <tr><td style="padding: 2px;">Competition</td><td style="padding: 2px;">1:00 pm - 4:00 pm</td></tr> </table> </td> <td style="width: 50%; vertical-align: top;"> <p>MAY 9:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;"><i>ORIENTATION</i></td><td style="padding: 2px;">8:15 am - 8:45 am</td></tr> <tr><td style="padding: 2px;">Competition</td><td style="padding: 2px;">8:45 am - 10:45 am</td></tr> <tr><td style="padding: 2px;"><i>LUNCH</i></td><td style="padding: 2px;">11:45 am - 1:00 pm</td></tr> </table> </td> </tr> </table>		<p>May 8:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;"><i>ORIENTATION</i></td><td style="padding: 2px;">8:15 am - 8:45 am</td></tr> <tr><td style="padding: 2px;">Competition</td><td style="padding: 2px;">8:45 am -11:45 am</td></tr> <tr><td style="padding: 2px;"><i>LUNCH</i></td><td style="padding: 2px;">11:45 am - 1:00 pm</td></tr> <tr><td style="padding: 2px;">Competition</td><td style="padding: 2px;">1:00 pm - 4:00 pm</td></tr> </table>	<i>ORIENTATION</i>	8:15 am - 8:45 am	Competition	8:45 am -11:45 am	<i>LUNCH</i>	11:45 am - 1:00 pm	Competition	1:00 pm - 4:00 pm	<p>MAY 9:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;"><i>ORIENTATION</i></td><td style="padding: 2px;">8:15 am - 8:45 am</td></tr> <tr><td style="padding: 2px;">Competition</td><td style="padding: 2px;">8:45 am - 10:45 am</td></tr> <tr><td style="padding: 2px;"><i>LUNCH</i></td><td style="padding: 2px;">11:45 am - 1:00 pm</td></tr> </table>	<i>ORIENTATION</i>	8:15 am - 8:45 am	Competition	8:45 am - 10:45 am	<i>LUNCH</i>	11:45 am - 1:00 pm
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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.

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

Please Note: The winner of this competition **DOES NOT** represent Alberta at the Skills Canada National Competition.





Skills and Knowledge to be tested:

Students should be prepared for the competition by applying the features and functions of Microsoft Excel, PowerPoint 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:

- Producing business letters using block style.
- Preparing single & multi-page business documents (ie. memos, reports, tables, posters and flyers).
- Keyboarding and editing skills including proofreading.
- Creatively enhancing documents using features like borders, shading and formatting of text.
- Inserting, manipulating and using images, WordArt, diagrams, illustrations and charts to enhance documents.
- Displaying information using different page orientations, alignments and multiple columns.
- Producing a variety of attractively displayed information.

Spreadsheet applications may include, but are not limited to:

- Creating spreadsheet layouts, formulas and functions such as sum, mean, minimum, maximum, date and time.
- Editing spreadsheets that may include mixed cell addressing and mathematical formulas.
- Accessing data and developing a spreadsheet to answer specific questions.
- Creating charts and graphs.
- Viewing spreadsheet information in various forms (i.e. headers and footers, viewing split screen, change page orientation, set print options, display formulas).

PowerPoint applications may include, but are not limited to:

- Creating well organized presentations.
- Applying backgrounds, animations, timings, and transitions.
- Using advanced functions (i.e. action buttons, playing slideshow on a loop, hyperlinks).
- Inserting, modifying and formatting various forms of text, pictures, shapes, charts, tables, graphics, WordArt and diagrams.
- Linking and embedding objects from various Office applications.
- Creating customized presentations including working with various master slides.
- Working with presentation views.
- Working with different themes.





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 three sessions with **two sessions on day one** and **one session on day two**. Refer to the competition schedule in this contest description 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 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
- Use the Compare slide layout on Slide two to compare two of the company's products
- Add a Bar Graph to slide four
- Add two sound clips on slide five from your data files

(Question excerpt)





Sample Excel Question

The Deliverable: The potential investors are asking for a profit/loss report to be created in Excel. You have some data saved in an excel spreadsheet and 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 Total Rows and Formulas Expenditures 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.
- Add a new column to the right of your table and name it Estimated Income, and another column to the right and name it Actual Income.
- Add a formula in the Estimated Income column you've just created to calculate how much money would be made if the customer bought 20 000 items for \$20.00 each.

(Question excerpt)

EQUIPMENT & MATERIALS

Equipment and Materials Supplied by Competitors:

Bring Your Own Device (BYOD) Information

IMPORTANT: Competitors are required to bring their 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

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.

Other:

- 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 must provide their own standard headphones (compatible with their own computer). 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

WORD PROCESSING APPLICATIONS	33	1/3%
SPREADSHEET APPLICATIONS	33	1/3%
POWERPOINT APPLICATIONS	33	1/3%
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 three 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>

INF1030: Word Processing 1

INF1070: Digital Presentation

INF1060: Spreadsheet 1

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 17, 2024 @ 8:30 AM.

Please refer to this competitions event page for additional registration and competition information:

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

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 accredited competitors will be provided by Skills Canada Alberta.

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

Parking is FREE for all attendees.

Opening Ceremonies / 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/>





Questions?

Please contact Whitney Koop at whitneyk@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
Mitch Bec – Chestermere High School	Sydney Visser
Shane Booth – Bow Valley College	

