



Contest Description

Edmonton Expo Centre, Edmonton

May 8 & 9, 2024

L2

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

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 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, posters, flyers, brochures, etc.).
- Keyboarding and editing including proofreading.
- Creatively enhancing documents using features like borders, shading and text formatting.
- Preparing documents for merging.
- Outlining and numbering.
- Creating and running macros
- Displaying information using different page orientations, alignments and multiple columns.
- 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, minimum, maximum, date and time.
- Creating complex spreadsheets which include linked cells, mixed cell addressing and mathematical formulas.
- Designing and executing spreadsheets to predict and forecast using “what if” scenarios.
- Using advanced 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, enhancing and modifying complex graphs and charts.
- Viewing spreadsheet information in various forms (i.e. headers and footers, split screen, page orientation, set print options, display 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.

Presentations and graphics 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.
- Creating customized presentations including working with various master slides.
- Working with presentation views.
- Working with different themes.

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

- You are asked to prepare a copy of the letters to send to potential investors, who you met at a trade show last week. You can find the addresses in your data files.
- Prepare the letters 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 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 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 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%"

(Question excerpt)





Sample Access Question

The Deliverable: The company would like to have a sales report 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 & 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 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:

- 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

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

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 3060: Word Processing 3
INF 2070: Database 2	INF 2050: Word Processing 2
INF 1050: Database 1	INF 1030: Word Processing 1
INF 2080: Spreadsheet 2	INF 2100: Reports
INF 1060: Spreadsheet 1	INF 2090: Correspondence
INF 3095: Productivity Software Integration	

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

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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/>





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 individual 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. 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 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
Sydney Visser	Mitch Bec – Chestermere High School
Shane Booth – Bow Valley College	

