

Contest Description

Edmonton Expo Centre, Edmonton

May 7 & 8, 2025

L2

EVENT: IT Office Software Applications (Level 2)	LEVEL: Secondary (Grade 10-12) (Level 2)																
WORLDSKILLS TRADE #: 08	LOCATION: Hall E, Edmonton EXPO Centre, Edmonton																
DURATION: 10 hours, 2 days	REGIONALIZED: No																
EQUIPMENT DROP OFF, SET-UP AND TESTING MAY 6: 4:00PM – 5:30PM																	
COMPETITION SCHEDULE: <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> May 7: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;"><i>ORIENTATION</i></td><td style="padding: 2px;">8:00 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> </div> <div style="width: 48%;"> May 8: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;"><i>ORIENTATION</i></td><td style="padding: 2px;">8:00 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;">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>		<i>ORIENTATION</i>	8:00 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	<i>ORIENTATION</i>	8:00 am - 8:45 am	Competition	8:45 am - 10:45 am	<i>LUNCH</i>	10:45 am – 11:45 am	Competition	11:45 am – 1:45 pm
<i>ORIENTATION</i>	8:00 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																
<i>ORIENTATION</i>	8:00 am - 8:45 am																
Competition	8:45 am - 10:45 am																
<i>LUNCH</i>	10:45 am – 11:45 am																
Competition	11:45 am – 1:45 pm																

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, and PowerPoint to solve a series of typical business problems resulting in professional-looking solutions.

Purpose of the Challenge:

This competition will evaluate any high school student's ability to solve various business problems using Microsoft Office to complete Word processing, spreadsheet, and PowerPoint presentation tasks. The tasks will require the use of intermediate and advanced-level skills from MS Word, Excel, and PowerPoint, the



ability to save in a variety of file formats. In addition, the student should demonstrate the ability to create and use themes to ensure continuity across all projects.

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, 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.
- Creating, inserting, manipulating and using images, shapes, WordArt, diagrams, illustrations, and charts to enhance documents.

Excel may include but is 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).



PowerPoint may include but is 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).
- Creating, inserting, modifying and formatting various forms of text, pictures, shapes, charts, tables, graphics, WordArt and diagrams.
- 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:

Creating, 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.

EQUIPMENT & MATERIALS

Equipment and Materials Supplied by Competitors:

IMPORTANT: Competitors are required to bring your own device (BYOD) and software 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 or greater (French and/or English version) **installed on device (no cloud-based software)**

- 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 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.

Equipment Set-Up and Testing will be held on Tuesday May 6, 2025, at 4:00pm.

Students have the option to bring their own additional external monitor and accompanying cables.

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.



CONTEST SPECIFIC RULES

Contest specific rules cannot contradict or take priority over the Competition Rules. They do provide specific details and clarity in areas that may vary from contest to contest. Any additional contest rules will be reviewed during competitor orientation.

TOPIC/TASK CONTEST SPECIFIC RULE

Use of technology - cellphones and music

- Competitors are allowed to bring their personal cellphone into the skill area if it is in airplane mode and the phone is upright on the table.
- Phones may be checked by PTC members.
- Competitors are allowed to listen to music using their cellphone if they wear earphones
- Devices cannot be managed during competition (ie change of songs, etc)

Use of technology - Internet

- Competitors are prohibited to use the internet for any purpose 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>Applications Integration</i>	25%
<i>Overall Total</i>	<i>100%</i>

TIE BREAKING PROCESS

In the event of a tie, the competitor with the highest score in Word will be declared the winner. If a second tie occurs, the competitor with the highest score in Excel will be declared the winner. If a third tie occurs, the competitor with the highest score in PowerPoint will be declared the winner.



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 15, 2025 @ 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

Parking is FREE for all attendees.

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

Opening Ceremonies / Competitor Registration

Opening Ceremonies for the PSCC will take place on Tuesday May 6, 2025, 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 8, 2025, 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 28- May 31, 2025, in Regina, SK. It is recommended that competitors review the SCNC contest description to be familiar with the national contest description and project at <https://www.skillscompetencescanada.com/en/calendars/category/skills-canada-national-competition/>

During the PSCC Awards Ceremony on Thursday May 8, 2025, 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 7, 2025.

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 Mike Sury MikeS@SkillsAlberta.com

COMMITTEE MEMBERS

Sarah Ibrahim – SAIT	Susan Wegner - Consultant
Sydney Visser	Lajpreet Kaur - SAIT

