



## Contest Description

Edmonton Expo Centre, Edmonton

May 7 & 8, 2025

|                                                                                                                                                                                                                                                                                  |                                                            |                   |             |                   |              |                    |             |                   |                                                                                                                                                                                                                                                                                     |                    |                   |             |                    |              |                     |             |                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|-------------------|-------------|-------------------|--------------|--------------------|-------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------|-------------|--------------------|--------------|---------------------|-------------|--------------------|
| <b>EVENT:</b> IT Office Software Applications                                                                                                                                                                                                                                    | <b>LEVEL:</b> Post-Secondary                               |                   |             |                   |              |                    |             |                   |                                                                                                                                                                                                                                                                                     |                    |                   |             |                    |              |                     |             |                    |
| <b>WORLDSKILLS TRADE #:</b> 08                                                                                                                                                                                                                                                   | <b>LOCATION:</b><br>Hall E, Edmonton EXPO Centre, Edmonton |                   |             |                   |              |                    |             |                   |                                                                                                                                                                                                                                                                                     |                    |                   |             |                    |              |                     |             |                    |
| <b>DURATION:</b> 10 hours, 2 days                                                                                                                                                                                                                                                |                                                            |                   |             |                   |              |                    |             |                   |                                                                                                                                                                                                                                                                                     |                    |                   |             |                    |              |                     |             |                    |
| <b>EQUIPMENT DROP OFF, SET-UP AND TESTING</b><br><b>MAY 6:</b> 4:00PM – 5:30PM                                                                                                                                                                                                   |                                                            |                   |             |                   |              |                    |             |                   |                                                                                                                                                                                                                                                                                     |                    |                   |             |                    |              |                     |             |                    |
| <b>COMPETITION SCHEDULE:</b>                                                                                                                                                                                                                                                     |                                                            |                   |             |                   |              |                    |             |                   |                                                                                                                                                                                                                                                                                     |                    |                   |             |                    |              |                     |             |                    |
| <b>May 7:</b>                                                                                                                                                                                                                                                                    | <b>May 8:</b>                                              |                   |             |                   |              |                    |             |                   |                                                                                                                                                                                                                                                                                     |                    |                   |             |                    |              |                     |             |                    |
| <table border="1"> <tr> <td><i>ORIENTATION</i></td> <td>8:00 am - 8:45 am</td> </tr> <tr> <td>Competition</td> <td>8:45 am -11:45 am</td> </tr> <tr> <td><i>LUNCH</i></td> <td>11:45 am - 1:00 pm</td> </tr> <tr> <td>Competition</td> <td>1:00 pm - 4:00 pm</td> </tr> </table> | <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 | <table border="1"> <tr> <td><i>ORIENTATION</i></td> <td>8:00 am - 8:45 am</td> </tr> <tr> <td>Competition</td> <td>8:45 am - 10:45 am</td> </tr> <tr> <td><i>LUNCH</i></td> <td>10:45 am – 11:45 am</td> </tr> <tr> <td>Competition</td> <td>11:45 am – 1:45 pm</td> </tr> </table> | <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                                          |                   |             |                   |              |                    |             |                   |                                                                                                                                                                                                                                                                                     |                    |                   |             |                    |              |                     |             |                    |
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| <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.**

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 and integration of files across these applications. The tasks will require the use of advanced-level skills from within MS Word, Excel, Access, and PowerPoint and the ability to save in a variety of file formats. In addition, the student should demonstrate the ability to create and use themes to provide continuity across all projects.

### **Skills and Knowledge to be tested:**

#### **1. Access 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. Excel 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

- Creating and running macros
- 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 may include, but is not limited to:

#### Formatting

- 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. PowerPoint 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.

***\*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.



## Equipment and Materials Supplied by Competitors:

### Bring Your Own Device (BYOD) Information

**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 or greater (French and/or English version) **installed on the device (no cloud-based software)**
    - 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 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 should bring their own headphones to complete project audio requirements.
- 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 - cell phones and music*

- Competitors are allowed to bring or use their personal cells phones 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 music using their cells phone 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>Access Database</i>              | 25%                |
| <b><i>Overall Total</i></b>           | <b><i>100%</i></b> |

### 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.

### ADDITIONAL INFORMATION

**Skills Canada Alberta Regional and Provincial Rules and Regulations**  
[Regional and Provincial Rules and Regulations](#)

#### Lunch

Lunch for 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](mailto: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 review how your school will support their participation.**

**Please see this link for additional Team Alberta information:** <https://skillsalberta.com/team-alberta/>

**Questions?**

Please contact Mike Sury [MikeS@SkillAlberta.com](mailto:MikeS@SkillAlberta.com)

**COMMITTEE MEMBERS**

|                           |                      |
|---------------------------|----------------------|
| Sarah Ibrahim – SAIT      | Lajpreet Kaur – SAIT |
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