



Contest Description

Edmonton Expo Centre, Edmonton

May 6 & 7, 2026

EVENT: IT Office Software Applications	LEVEL: Post-Secondary																
WORLDSKILLS TRADE #: 08	LOCATION: Hall E, Edmonton EXPO Centre, Edmonton																
DURATION: 10 hours, 2 days																	
EQUIPMENT DROP OFF, SET-UP AND TESTING MAY 5: 4:00PM – 5:30PM																	
COMPETITION SCHEDULE: May 6: <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> May 7: <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 -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
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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 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

- Using sorting and filtering tools
- Defining and applying advanced 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:

Design, Create and Modify

- Applying the full range of text, paragraph, page and document formatting (eg. Block style for letters)
- Creating, editing and formatting tables
- Creating and modifying charts
- Creating, inserting, manipulating and using images, shapes, WordArt, diagrams, illustrations, and charts to enhance documents.

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, endnotes, and bibliography
- 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 using tools like Developer
- Protecting forms and other documents
- Creating and using macros to automate processes
- 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

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- 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 so that IT support can be properly provided onsite. This may require administrator privileges to access the CMOS settings. All USB sticks provided for competition use will be cleared and inspected prior to being used.

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, competitors 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 it is fully functional and networked (where required) prior to the start of the competition. Only accredited competitors and educators will be permitted into the competition site for equipment drop off and testing. Students who miss the equipment setup and 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.

Equipment Set-Up and Testing will be held on Tuesday May 5, 2026, at 4:00PM.

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

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.



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Competition Specific Rules

The following Competition Specific rules along with SCA's overall Policies and Procedures provide specific details in competition areas that may vary from one another. Any additional contest rules will be reviewed during the Competitor Orientation.

Topic/Task	Contest Specific Rule
Use of Technology – Cell Phones & Music	- Competitors are allowed to bring or use their personal cell phone into the skill area if it is in airplane mode and the phone is face up on the table. - Phones may be checked by PTC members. - Competitors are allowed to listen music using their cell 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.
Use of Artificial Intelligence (AI)	Competitors cannot use AI to develop/generate any of the submitted work for any aspects of 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	25%
• Spreadsheet Applications	25%
• PowerPoint Applications	25%
• Access Database	25%
Overall Total	100%

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

Skillz & Thrillz Podcast

Check out our podcast – Skillz & Thrillz: Alberta’s Trade & Tech Youth Podcast. Our talented alumni share tips and tricks on how to succeed in competitions and your career! Their insights can help you prepare for your Skills journey, and who knows, you might just be a future guest! <https://skillsalberta.com/student-resources/skillz-thrillz-albertas-trade-tech-youth-podcast/>

Skills Canada Alberta Regional and Provincial Rules and Regulations

[Regional and Provincial Rules and Regulations](#)

Test Project Change at the Competition

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

Lunch

Lunch for competitors will be provided by Skills Canada Alberta.

Parking & Venue Maps

Parking is FREE for all attendees.

Attendees **MUST** register for FREE parking by clicking the below link. Attendees can pre-register their vehicle at anytime prior to the PSCC or register onsite at the PSCC.

<https://www.offstreet.io/events/CBLHM7U1>

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

Opening Ceremonies / Competitor Onsite Registration

Opening Ceremonies for the PSCC will take place on Tuesday May 5, 2026, 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 7, 2026, 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- May 30, 2026, in Toronto, Ont. It is recommended that competitors review and become familiar with the SCNC contest description and project at <https://www.skillscompetencescanada.com/en/event/skills-canada-national-competition-2026/>





During the PSCC Awards Ceremony on Thursday May 7, 2026, 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 highest-ranking individual will be asked to participate. If a student is not able to attend the Awards Ceremony an email confirming the student's interest in Team Alberta participation must be emailed to javierad@skillsalberta.com prior to the start of competition on May 6, 2026.

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@SkillsAlberta.com

COMMITTEE MEMBERS

Sara Lalic - Consultant	Susan Wegner - Consultant
Sydney Visser - Consultant	

