2027 Provincial Skills Canada Competition

Contest Description
Edmonton Expo Centre, Edmonton
May 5 & 6, 2027

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
MAY 4: 4:00PM – 5:30PM **MANDATORY ORIENTATION, EQUIPMENT DROP OFF, SET-UP & TESTING**	

COMPETITION SCHEDULE:

MAY 5:

ORIENTATION	8:45 am – 9:15 am
Competition	9:15 am – 11:45 am
LUNCH	11:45 am – 1:00 pm
Competition	1:00 pm – 3:30 pm

MAY 6:

ORIENTATION	8:00 am – 8:15 am
Competition	8:15 am – 10:45 am
LUNCH	10:45 am – 11:45 am
Competition	11:45 am – 2:15 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 5.5 2.45 2.5

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:

- Producing business letters using block style.
- 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.
- Using sorting and filtering tools including defining and applying advanced data filters.
- 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.
- Linking and embedding objects from various Office applications.

- 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 using the full functionality of 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 on the supplied USB stick at the end of each session.

EQUIPMENT & MATERIALS

Equipment Set-up and Testing (for BYOD events)

After the Competitor Registration and Welcome Event, competitors must attend a mandatory orientation that includes equipment drop off, set-up & testing, ensuring all equipment is fully functional and networked (where required).

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 device (no Apple devices permitted) will require the following specifications:

- English or French keyboard depending on competitor's preference
- No internet access during competition
- Software:
    - Windows 10 or greater (French and/or English version)
    - Microsoft Office 2019 or greater (French and/or English version) i**nstalled on the 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 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 orientation to when the competition ends on Day 2 (including overnights). Competitors may supply their own locking cables if they wish.

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 must provide their own standard headphones (compatible with their own computer.).
- Competitors are allowed to listen to music during the competition.

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 (i.e. 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*	*25%*
• *Spreadsheet*	*25%*
• *Presentation*	*25%*
• *Integration*	*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.

RELATED CAREER AND TECHNOLOGY STUDIES COURSES
Descriptions of all courses are located at the following website:
https://curriculum.learnalberta.ca/curriculum/en/area/CTS

INF 1070: Digital Presentations
INF 2070: Database 2
INF 1050: Database 1
INF 2080: Spreadsheet 2
INF 1060: Spreadsheet 1
INF 3095: Productivity Software Integration
INF 3060: Word Processing 3
INF 2050: Word Processing 2
INF 1030: Word Processing 1
INF 2100: Reports
INF 2090: Correspondence

ADDITIONAL INFORMATION

Questions?
Please click the link below for all questions related to this Contest Description.

https://skillsalberta.jotform.com/262295335905967

All questions will be forwarded to the Provincial Technical Committee (PTC) for review and response. Responses will be compiled into a Q&A document, which will be posted on the Skills Alberta website alongside this Contest Description.

Please check the Q&A document regularly for updates and responses to submitted questions.

Any additional questions, please contact Taylor Marko TaylorM@SkillsAlberta.com

Skills Canada Alberta Regional and Provincial Rules and Regulations
Regional and Provincial Rules and Regulations

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/

Project Change at the Competition
Where a Test Project has been circulated to competitors in advance, the PTC may modify the project by up to a maximum of 30% of the total work content for the competition.

Competitor Registration
Registration for the Provincial Skills Canada Competition (PSCC) will open online on January 13, 2027 @ 3:30 PM. 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.
Attendees **MUST** register for FREE parking by clicking the below link. Attendees can pre-register their vehicle at any time prior to the PSCC or register onsite at the PSCC.
https://www.offstreet.io/events/N6D61P2N

Competitor Onsite Registration
Competitor registration will take place on Tuesday, May 4th from 12:00 PM - 4:00 PM at the Edmonton Expo Center.

Competitor Welcome and Registration Event
In lieu of Opening Ceremonies, all competitors and teachers are invited to attend the Competitor Welcome and Registration Event from 3:00pm to 4:00pm at the Edmonton Expo Center.

Awards Ceremony
The Awards Ceremony will take place on Thursday, May 6, 2027, 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 26 - May 29, 2027, in Calgary, AB. It is recommended that competitors review and become familiar with the SCNC contest description and project at https://www.skillscompetencescanada.com/en/event/scnc2027/

During the PSCC Awards Ceremony on Thursday May 6, 2027, 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 5, 2027.

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/

COMMITTEE MEMBERS

Sara Lalic – Office Administrator	Susan Wegner – Consultant – Chair
Sydney Visser – Consultant	