2027 Provincial Skills Canada Competition

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

EVENT: IT Office Software Applications	**LEVEL:** Post-Secondary
WORLDSKILLS TRADE #: 08	**LOCATION:** Hall E, Edmonton EXPO Centre, Edmonton
DURATION: 10 hours, 2 days	
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.

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.

Computers for Schools / Ordinateurs pour les écoles

NAIT

RICOH

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, 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, 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. 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

2. Word may include, but is not limited to:

Design, Create and Modify

- Applying the full range of text, paragraph, page and document formatting (e.g. 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

3. 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.

4. 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. 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).

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 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 should bring their own headphones to complete project audio requirements.
- 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 (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*	*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.

ADDITIONAL INFORMATION

Questions?

Please click the below link 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/

Test 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.

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/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/

Computers for Schools Ordinateurs pour les écoles
NAIT
RICOH

COMMITTEE MEMBERS

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