



COMPETITION SCOPE

15th Annual Nova Scotia Skills Competition

Official Competition Name: **IT Software Solutions for Business**
Competition Level: **Post-Secondary**
Competition Location: **NSCC Waterfront Campus**
Competition Date & Time: **Thursday, April 5, 2012**

Timeline

8:30 – 8:45	Registration & Orientation in the competition area
8:45 – 10:00	Word Processing
10:00 – 10:15	Break
10:15 – 11:30	Spreadsheets
11:30 – 12:00	Lunch
12:00 – 1:15	Presentations & Graphics
1:15 – 1:30	Break
1:30 – 2:45	Database
2:45	Presentation of Certificates
5:00	Competition results

Purpose of Challenge

Microsoft Office is by far the most widely-used suite of office applications throughout the world, therefore making Software Solutions professionals highly-employable members of the IT community. There are thousands of businesses that are undoubtedly in need of better training in the use of these office applications, and will often benefit greatly from having customized solutions developed for them that suit their individual needs.

Individuals can operate in support, training, and development roles, simplifying and improving routine office and business activities. The ability to use technology to set up and present information to facilitate data management and decision making is a critical skill in today's work world.

Number of Stations

15 Computer Work Stations

Using MS Office Suite 2010

Word processing using MS-Word 2010

Competitors must be able to:

- Create a document
 - Apply the full range of text, paragraph, column, page and document formatting
 - Apply formatting and styles and themes
 - Create, edit and format tables
 - Create and modify charts
 - Insert, draw, modify and manipulate graphical objects
- Generate mass-mailing documents
 - Set up a main document
 - Connect the document to a data source
 - Refine the list of recipients by sorting and filtering data
 - Apply conditions and rules
- Create references
 - Set up and use indexes, cross-references, captions, tables of contents, bibliography
 - Set up and use footnotes and endnotes
 - Use fields and calculations in documents
 - Create, manage, revise, and distribute long documents and forms.
 - Prepare documents for printing or for publishing electronically
- Share data across applications
 - Import and export data according to specifications
 - Integrate data with external sources
- Customize and automate processes
 - Create and use macros to automate processes
 - Provide user interactivity by means of forms and fields
 - Protect forms
 - Create, edit and apply themes to documents
 - Create, modify and use templates

Spreadsheets using MS-Excel 2010

Competitors will be expected to use the full functionality of Microsoft Excel; however competitors will not be expected to have in-depth knowledge or expertise in any particular field (eg. financial, engineering, statistical, mathematical, etc.) Competitors should be able to:

- Construct a spreadsheet
 - Use formulas as required
 - Create, modify and format spreadsheets using the full range of Excel's formatting features including conditional formatting

- Use a variety of built-in functions (statistical, mathematical, text, logical, financial, date and time).
 - Use Design and Analysis tools
 - Perform What If Analysis using Goal Seek / Solver / Scenario Manager
 - Analyse Data Using PivotTables and PivotCharts
- Use Data and Table functions
 - Define and apply data filters
 - Sort data
 - Use the sub-totalling feature
 - Query spreadsheet data
 - Set up and apply validation rules to spreadsheet data
- Share data across applications
 - Import and export data according to specifications
 - Integrate data with external sources
- Printing Spreadsheets
 - Set printing options to output a chart, worksheet, workbook, PivotTable report according to specifications
- Charts and Graphs
 - Create, modify and format the full range of charts according to specifications
 - Create and use PivotTables and PivotCharts
- Customize and automate processes
 - Create and use macros to automate processes
 - Hide/unhide/freeze rows and columns
 - Set up templates with appropriate protection
 - Customize an Excel worksheet
 - Enhance worksheets using themes
 - Work with comments
- Use graphical objects
 - Insert, modify and format graphic objects
 - Change the order of layered graphic objects
 - Group graphic objects
- Use multiple workbooks
 - Create a workspace
 - Consolidate data
 - Link cells in different workbooks
 - Edit links
- Use auditing features
 - Trace cells
 - Troubleshoot errors in formulas
 - Troubleshoot invalid data and formulas

Presentations and Graphics using MS-PowerPoint 2010

Competitors must be able to:

- Create a presentation
 - Create and modify slides using a variety of layouts and formats
 - Use text effects
 - Include tables and charts in a presentation
 - Import data (text, spreadsheet, charts, etc)
 - Hide/unhide slides
- Add special effects to presentations
 - Add multimedia elements
 - Customize slide component animation
 - Insert media files (movie, sound)
- Add graphical objects to a presentation
 - Insert and manipulate Illustrations, for example:
 - Shapes
 - WordArt
 - SmartArt
 - Diagrams
 - Graphical Objects
 - Modify and work with objects
 - Change object orientation
 - Format objects
 - Group and ungroup objects
 - Arrange objects
- Customize and automate processes
 - Create and use macros to automate processes
 - Create, modify and use templates
 - Set up a slide master
 - Customize slide layouts
 - Create custom themes
 - Customize bullets
 - Add common slide information
 - Modify the notes master
 - Modify the handout master
- Prepare a presentation for delivery
 - Spell check
 - Arrange slides
 - Add transitions
 - Apply animation effects
 - Execute other programs during a slideshow
 - Create speaker notes
 - Print a presentation
 - Package a presentation
 - Set up a custom show
 - Annotate a presentation
 - Create a presenter-independent slide show
 - Set up and apply automatic timings to a slideshow

Database using MS-Access 2010

Competitors must be able to:

- Build a database
 - Set up tables with correct fields, keys and data types
 - Apply table and field properties (validation rules, input masks, lookups etc)
 - Import data from a variety of sources and in a variety of formats
 - Designate primary and foreign keys
 - Set up correct relationships between tables
- Design and use forms
 - Create forms and sub forms for a range of uses
 - Control data entry through forms
 - Add and set up appropriate controls in forms
 - Control record navigation in a form
 - Set properties
- Query a database
 - Filter & search records
 - Construct and use select, parameter and action queries
 - Add a calculated field to a query
 - Perform calculations on a record grouping
- Design and use reports
 - Produce and modify reports (simple, grouped, summary and sub reports) following a stated layout and format
 - Create and use pivot tables and charts
 - Set report properties
 - Use calculated fields in reports
 - Format a report for printing
- Share data across applications
 - Import and export data according to specifications
 - Integrate data with external sources
- Customize and automate processes
 - Create and use macros to automate processes
 - Customize the Access environment

* The criteria listed in each section above are intended as guidelines only. All criteria may or may not be included.

Contest Description

In each of the above competition areas, competitors will use Microsoft Office Suite 2010 to create, edit, revise, and format a variety of documents..

Prerequisites

It is assumed that the student has developed the following skills:

- ability to read and follow instructions
- knowledge of basic layout of documents
- efficient keyboarding and editing skills including proofreading
- proficient use of basic features of Spell check and Grammar check tools
- ability to use Help features
- ability to start the Microsoft Office 2010 software in Windows
- ability to use Windows 7 to create folders, save, copy and rename files to specified location.

Equipment, tools, supplies, clothing:

Equipment, tools and supplies will be provided by the Committee, except calculators (optional). Dress comfortably -- you will be given a T-shirt upon arrival at registration. You will be working on a personal computer fitted with LCD monitors and 2-button mouse. Microsoft Office 2010 will be available on the machines through a networked system on a Windows 7 platform.

Point Breakdown:

At the end of the allotted time, competitors will provide judges with final printed documents and appropriately-stored files.

Point Breakdown:

- Word 25%
- Excel 25%
- PowerPoint 25%
- Access 25%
- Total 100%

Other formation

Not applicable.

Technical Committee Member and Judges

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