



COMPETITION SCOPE

15th Annual Nova Scotia Skills Competition

Official Competition Name: **IT Software Solutions for Business**
Competition Level: **Secondary**
Competition Location: **NSCC Waterfront Campus**
Competition Date & Time: **Friday, 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

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

10 Computer Work Stations

Skills and knowledge to be tested

Word processing using MS-Word 2010

- Document formatting, styles, themes
- Importing, exporting items
- Lists and Tables
- Mail merge
- Multi-page documents

Spreadsheets using MS-Excel

- Charts
- Formulas/functions (e.g. Sum, Average, Max, Min, Count, IF)
- Importing, exporting and linking items
- Lists and filters
- Multiple worksheets
- Worksheet formatting

Presentations and Graphics using MS-PowerPoint

- Charts and tables
- Drawing toolbar features
- Importing, exporting and linking items
- Master slides
- Action buttons, hyperlinks
- Transitions, timing and animations

Database using MS-Access

- Create and edit multiple tables
- Field properties (size, input mask, format)
- Create relationships
- Assign primary and foreign keys
- Create queries
- Create forms
- Create reports

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. Database skills using MS Access will be tested to a lesser extent than the other three applications.

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 30%
- Excel 30%
- PowerPoint 30%
- Access 10%
- Total 100%

Other formation

Not applicable.

Technical Committee Member and Judges

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