



2010 13th ANNUAL SKILLS MANITOBA COMPETITION CONTEST SCOPE

CONTEST NAME: IT SOFTWARE APPLICATIONS

CONTEST NO: 09

CATEGORY: POST-SECONDARY

CONTEST LOCATION: Red River College - Princess Street Campus

CONTEST START TIME AND DURATION:

8:00 AM start. Morning registration and orientation 7:30 AM – 7:45 AM. Contest will be 5 hours in length.

PURPOSE OF CHALLENGE:

This competition is designed to test specialist users of software applications in a business environment. Specifically, the trade involves the ability to use Microsoft Office 2003/2007 Professional to:

- Undertake document processing
- Prepare slide show presentations
- Produce and edit graphics and drawings
- Create and use spreadsheets
- Prepare and use relational databases
- Create web pages

SKILLS AND KNOWLEDGE TO BE TESTED:

Morning (8:15 AM – 10:45 AM)	Afternoon (11:15 AM – 1:45 PM)
Document Processing	Spreadsheets
Presentations and Graphics	Database

The sections are weighted as follows:

- Document Processing – 25%
- Presentations and Graphics – 25%
- Spreadsheets – 25%
- Database – 25%

Document Processing: design, create and manipulate business documents using features of Microsoft Word including (but not limited to):

- Document formatting
- Headers and footers
- Tables and table formulas
- Mail merge
- Draw features and graphics
- Macros
- Forms, Templates

Presentations and Graphics:

- 1) **Presentations:** design, create and manipulate presentations and graphics using Microsoft PowerPoint including (but not limited to):
 - Action buttons and hyperlinks
 - Charts and tables
 - Transitions and animations
 - Slide and title masters
 - Multimedia
 - Export/Import data
- 2) **Graphics:** draw designs, retrieve, edit, and manipulate graphical images including (but not limited to):
 - ClipArt or Pictures
 - Drawing objects
 - Special effects

Spreadsheets: design, create and manipulate a workbook using Microsoft Excel including (but limited to):

- Worksheet formatting
- Formulas
- IF statements, VLookup/HLookup
- Nested formulas
- Scenarios (What if?)
- Databases (Criteria, Extract ranges)
- PivotTable and PivotChart Report
- Multiple worksheets
- Templates

Database: design, create and manipulate a database using Microsoft Access including (but not limited to):

- Create and edit records
- Primary and foreign keys
- Create queries
- Create and print forms and reports
- Calculated fields, Combo, list boxes

EQUIPMENT, TOOLS, MATERIALS TO BE PROVIDED BY COMMITTEE:

All workstations and software (Microsoft 2003/2007 Professional) will be provided.

EQUIPMENT, TOOLS, MATERIALS TO BE SUPPLIED BY COMPETITOR:

Pen

WORKSITE SAFETY RULES / REQUIREMENTS:

N/A

SPECIAL CONDITIONS / ADDITIONAL INFORMATION:

Competitors will be identified by a competitor number. Most tasks will require a header or footer with the assigned competitor number. Competitors **are not to** include their names on any documents.

TECHNICAL COMMITTEE MEMBERS CONTACT INFORMATION:

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