



2012
15th ANNUAL SKILLS CANADA MANITOBA COMPETITION

April 12, 2012
SCOPE DOCUMENT

EVENT: IT Software Solutions for Business	LEVEL: - Secondary (Grades 10-12) - Post Secondary
WORLDSKILLS TRADE #: 09	LOCATION: The Roblin Centre (formally Princess campus) Room A106
COMPETITION START/END TIMES April 12, 8:15 a.m. – 1:45 p.m.	REGISTRATION AND ORIENTATION 7:45 a.m. – 8:15 a.m.
DURATION: 5 hours	

Please note: Both projects will be similar with different levels of expertise expected.

GENERAL DESCRIPTION

Information technology specialists are increasingly in great demand in several areas, one of which is in providing solutions for business. This competition will evaluate each contestant's advanced-level understanding and ability to solve business problems using Microsoft Office 2010 to complete Word Processing, Spreadsheet, Access, and PowerPoint challenges.

The gold medalist in this competition will represent Manitoba at the Skills Canada National Competition.

Skills and Knowledge to be Tested:

Students should be prepared for the competition by learning and applying ALL the features and functions of Microsoft Access, Excel, PowerPoint, and Word to solve a variety of business problems. Students from any high school grade may compete if they are knowledgeable in the following program areas:

Word Processing may include but is not limited to:

- Knowledge of advanced formats for preparing single and multi-page business documents (ie. correspondence, memos, reports, manuscripts, etc.).
- Enhance documents and formatting of text.
- Produce a variety of attractively displayed information including multi-column tasks.
- Read and follow specific directions.
- Prepare documents for merging.

- Enumerate/outline bullets and numbering.
- Insert, manipulate and use images, drawing shapes, WordArt, diagrams, illustrations and charts to enhance documents.

Presentations and graphics may include but is not limited to:

- Create well organized presentations.
- Apply backgrounds, animations, timings, and transitions.
- Knowledge and use of advanced functions.
- Insert, modify and format text and various forms of visual content that may include shapes, charts, tables, graphics, WordArt and diagrams.
- Link and embed objects from various Office applications.
- Create customized presentations including work with various masters.

Spreadsheet applications may include but is not limited to:

- In-depth knowledge of spreadsheet layout, formulas and advanced functions such as sum, average, minimum, maximum, date and time.
- Create more complex spreadsheets which include linked cells, mixed cell addressing and mathematical formulas.
- Insert headers and footers, view split screen, and print final version displaying formulas.
- Access data and develop a spreadsheet to answer specific questions.
- Create complex chart graphs and charts.
- Plan and design a spreadsheet in order to predict and forecast using “what if” scenarios.
- Import data from files of various types.
- Incorporate macros in a spreadsheet (e.g. to edit data, to replace cells).
- Use advanced formulas and functions such as “if-statements” and “look-ups”.
- Enhance and modify complex charts and graphs, and determine which type to use for a given situation.

Database applications may include but is not limited to:

- Develop and create a database involving advanced features.
- Design and develop fields in multiple tables.
- Develop appropriate relationships between the fields.
- Search and query database files at an advanced level to retrieve requested information.
- Use mathematical operators, wildcards and dates when designing and running queries.
- Prepare advanced reports.
- Link tables.
- Merge databases with other documents.
- Analyze the data generated by the database queries.

Integration

Competitors can expect to copy, paste, embed, link, export and import data between the four software applications within the MS Office suite.

PROJECT DESCRIPTION

The Test Project will be in the form of a case study for Social Media, including but not limited to Facebook, Twitter, Touch and Myspace.

The deliverables will include a simulation of workplace activities that might be asked of an IT professional who is competent in the area of Microsoft Office. These deliverables will be grouped to enable a modular approach whereby discrete tasks are completed within a session.

The project will be divided into two sessions where the competitors can expect to customize, integrate, and automate elements within the applications as they continually apply the given style guidelines requirements of the organization. Competitors will submit their work at the end of each session. Work files will be provided when needed.

Please Note: The winner of this competition will represent Manitoba at the Skills Canada National Competition.

- A mark of **70% or higher** must be scored by the gold medalist in each contest in order for them to attend the National Skills Competition

SCHEDULE	
Orientation	7:45 – 8:15 a.m.
Session 1	8:15 – 10:45 a.m.
Lunch	10:45 – 11:15 a.m.
Session 2	11:15 – 1:45 p.m.

EQUIPMENT & MATERIALS

Equipment and Materials Competitors Must Supply:

- Writing tools

Equipment and Materials Supplied by the Committee:

Hardware:

- Computers with monitors and a two button mouse

Software:

- Windows 7
- Microsoft Office 2010

Clothing Requirement

Appropriate business attire should be worn.

SAFETY

The health, safety and welfare of all individuals involved with Skills Canada Manitoba are of vital importance. Safety is a condition of participation with Skills Canada Manitoba 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

- Final Documents produced at the end of the allotted time
- Completion
- Accuracy
- Format
- Design

TIE BREAKING PROCESS

In the event of a tie, the position will be awarded to the competitor displaying the most consistent skills in all four competition areas.

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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