

2018

21<sup>st</sup> ANNUAL SKILLS CANADA MANITOBA COMPETITION

April 12, 2018

CONTEST DESCRIPTION

<b>EVENT:</b> IT Office Software Applications	<b>LEVEL:</b> Secondary Post-Secondary
<b>WORLDSKILLS TRADE #:</b> 08	<b>LOCATION:</b> The Roblin Centre P404
<b>COMPETITION START/END TIMES</b> April 12, 8:15 a.m. - 1:45 p.m.	<b>REGISTRATION AND ORIENTATION</b> <b>Registration:</b> 7:30 – 8:00 a.m. <b>Orientation:</b> 8:00 a.m. - 8:15 a.m.
<b>DURATION:</b> 5 hours	

**Please note:** Both projects (post-secondary and secondary) 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 2016 to complete Word, Excel, Access and PowerPoint challenges. It is at the competitor's discretion as to which software will most adequately aid in completing the challenge.

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

**Please note:** A mark of **70% or higher** must be scored by the gold medallist in each contest in order for them to attend the National Skills 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/post-secondary level may compete. The following program areas may be included in the competition project:

Word applications may include but are not limited to:

- Knowledge of advanced formats for preparing single and multi-page business documents.
- Creating professional business documents by manipulating text, tables, charts, graphical objects, styles, and formatting.
- Customizing themes.
- Preparing and completing various merges.
- Enumerating/outlining.
- Inserting and manipulating illustrations.
- Working with forms and fields.
- Using referencing tools such as table of contents, index, endnotes, footnotes.
- Customizing and automating processes; templates, macros.
- Importing and using data from other Office programs.
- Reading and following specific directions.

PowerPoint presentations and graphics may include but are not limited to:

- Design and creating well organized presentations.
- Applying backgrounds, animations, timings, transitions and special effects.
- Inserting, modifying and formatting text and various forms of visual content that may include a variety of illustrations.
- Linking and embedding objects from various Office applications.
- Inserting, deleting, organizing, hiding, displaying, importing slides.
- Creating customized presentations including working with title and slide masters.
- Prepare a presentation for delivery; speaker notes, printing, packaging, and automating.

Excel spreadsheet applications may include but are not limited to:

- In-depth knowledge of spreadsheet layout, formulas (including 3-D), built-in functions and nested functions (statistical, mathematical, text, logical, financial, date, and time).
- Formatting worksheets using styles; number, text and date formats; conditional formatting; and data validation.
- Applying page setup settings such as headers and footers; orientation; scaling; and printing in various formats.
- Displaying data graphically, using advanced chart formatting tools, pivot tables and pivot charts.
- Manipulating and calculating database information while utilizing analytical tools and functions (i.e. sorting, filtering, subtotaling, database functions).
- Creating, modifying and enhancing complex charts. Using charts to analyse and forecast data.
- Enhance visual appeal using graphic objects.
- Customize and automate processes; loading and displaying objects, templates, recording and running macros in a spreadsheet.
- Work with multiple workbooks; linking, editing, consolidating data.

Access database applications may include but are not limited to:

- Developing and creating a database.
- Creating appropriate relationships between the tables.
- Ensure data integrity and security.
- Improving usability of tables using validations, formatting, defaults, indexing, and input masks.
- Creating queries which calculate, retrieve, update, manipulate, and remove specified data.
- Preparing reports which include grouping, calculations, formatting, and sorting.
- Preparing forms which include various controls, calculations and formatting.

Integration

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

## PROJECT DESCRIPTION

The test project will include a simulation of workplace activities that may be asked of an IT professional who is competent in Microsoft Office.

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

SCHEDULE	
Orientation	8:00 - 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:

- Computer workstation

#### Software:

- Windows 8.1
- Microsoft Office 2016

## 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
- Attention to detail (instructions followed exactly as given)

## 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.

## THE IMPORTANCE OF ESSENTIAL SKILLS FOR CAREERS IN THE SKILLED TRADES;

Essential skills are used in nearly every job and at different levels of complexity. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change. Good Essential Skills means you will understand and remember concepts introduced in technical training. The level of Essential Skills required for most trades is as high as or higher than it is for many office jobs. The following 9 skills have been identified and validated as key essential skills for the workplace:

Numeracy, Oral Communication, Working with Others, Continuous Learning, Reading Text, Writing, Thinking, Document Use, Digital.

Essential Skills required for I.T. Software Applications: Numeracy, Oral Communications, Working with Others, Continuous Learning, Reading Text, Writing, Thinking, Document Use,

## TECHNICAL COMMITTEE MEMBERS CONTACT INFORMATION:

Daryl McRae 204-632-3765	Red River College <a href="mailto:dmcrae@rrc.ca">dmcrae@rrc.ca</a>
Shannon Derksen 204-632-3766	Red River College <a href="mailto:sderksen36@rrc.ca">sderksen36@rrc.ca</a>