

IT Software 2010 SCOPE DOCUMENT

Medicine Hat College
April 29, 2010



EVENT: IT Software – Level 1	LOCATION: B240
REGISTRATION: 7:00-7:45 a.m.	CONTEST START TIME: 8:15 a.m.
ORIENTATION: 7:45-8:15 a.m.	CONTEST END TIME: 2:30 p.m.
CONTEST DURATION: 5.5 hours	AWARDS CEREMONY: 4:30 p.m.

GENERAL DESCRIPTION:

The purpose of the competition is to evaluate each contestant's understanding and ability in using Microsoft Office 2003 or 2007 to complete Word Processing, Spreadsheet, and Powerpoint challenges.

RELATED CAREER AND TECHNOLOGY STUDIES:

Descriptions of all modules are located at the following website:

<http://www.education.gov.ab.ca/cts/infopro/>

INF 1030: Word Processing I
INF 1060: Spreadsheet 1
INF 1070: Digital Presentation

SKILLS AND KNOWLEDGE TO BE TESTED:

Students should be prepared for the competition by developing the following skills.

Word Processing may include but is not limited to:

- Block and semi-block styles for producing a business letter.
- Basic formats for preparing single and multi-page business documents (i.e. memos, letters, reports, newsletters, etc.).
- Accurate keyboarding and editing skills including proofreading.
- Enhancing documents and formatting of text.
- Producing a variety of attractively displayed information including multi-column tasks.
- Creating, modifying, and formatting tables.
- Copying a file from a Network folder to a USB drive.
- Reading and following specific directions.
- Inserting graphics and charts to enhance documents.
- Using drawing toolbar features.

Spreadsheet Applications may include but are not limited to:

- Creating a new spreadsheet and using existing spreadsheets to demonstrate your skill in the following:
 - Basic knowledge of spreadsheet formatting, formulas and functions such as sum, average, minimum, maximum, date and time.
 - Understanding and using relative and absolute references and linked cells.
 - Headers and footers, viewing split screen, and printing final version displaying formulas.
 - Charting (graphing) a spreadsheet to answer specific questions.

Powerpoint Applications may include, but are not limited to:

- Creating well organized presentations.
- Using drawing toolbar features.
- Applying backgrounds, animations, timings, and transitions.
- Knowledge and use of advanced functions.
- Modifying and manipulating pictures and graphics.

EQUIPMENT AND MATERIALS:

Supplied by Committee

Hardware:

Compatible Pentium type microcomputers (IBM only) with monitors and a two button mouse.

Software:

Windows XP

Microsoft Office 2003

Microsoft Office 2007

Other:

USB drive

Highlighter

Pencil and Paper

JUDGING CRITERIA:

- Final documents produced at the end of the allotted time.
- Completion
- Accuracy
- Format

CLOTHING REQUIREMENTS:

Contestants should be clothed comfortably in neat attire.

******Note: Competitors are required to follow all industry safety standards during the competition. No portable sound systems, cell phones, food or drink will be allowed in the contest area. All contestants must be aware that Skills Canada Alberta competitions operate in a non-smoking environment.***

TECHNICAL JUDGES:

Larry Slack

MHC - Coordinator, Information Technology

ORGANIZING COMMITTEE MEMBERS:

Larry Slack

Heather Laturnas

Sarah Richards

Jade Monette

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MHC - Coordinator, Information Technology

Eagle Butte High School

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Project Manager, Southeast Alberta Regional Skills Competition