



## **SKILLS CANADA PEI PROVINCIAL COMPETITION**

<b>CONTEST DESCRIPTION</b>	
<b>Competition Date</b>	March 14, 2018
<b>Competition location</b>	Holland College, Charlottetown Centre Charlottetown, PE Room 224C
<b>Trade Number</b>	08
<b>Trade Name</b>	IT Software Solutions for Business
<b>Level</b>	Secondary & Post-secondary

### **1. INTRODUCTION**

#### **1.1 Purpose of the 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 2016 to complete various tasks.

The test project consists only of practical work. The theoretical knowledge is limited to what is necessary to carry out the practical work.

#### **1.2 Duration of contest.**

6 Hours

The provincial competition will be held on March 14, 2018, from 9 a.m. until 4 p.m. with 15-minute breaks in the morning and afternoon and a one-hour lunch break at noon. Registration and orientation will take place at 8:30 a.m. The competition will be held in Room 224C of the Charlottetown Centre, Holland College. For a more detailed schedule, see below:

Document processing – 1 hour 15 minutes  
Multimedia/Powerpoint – 1 hour 15 minutes  
Spreadsheet – 1 hour 15 minutes  
Database – 1 hour 15 minutes



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### **1.3 Skills and Knowledge to be tested.**

Undertake document processing  
Create and use databases  
Create and use spreadsheets  
Produce and edit graphics and drawings  
Create slide show presentations.

Competitors will be expected to have a mathematical ability which enables them to undertake basic arithmetic, ratios and percentages. They may be given formulas to enter in the application, yet they must be able to recognize what is required. Competitors will be expected to have the ability to process information and produce documents related to a given scenario. Competitors must have reasonable keyboarding skills and an understanding of basic business processes and the use of Information Technology within a business/commercial environment.

Competitors must have the ability to solve problems within the scope of this trade description. They may be required to:

- ❖ Edit a database which gives incorrect details,
- ❖ Edit a spreadsheet which contains a formula that produces the wrong results,
- ❖ Edit a graphic file saved in the wrong format,
- ❖ Format documents using business standards.

## **2. CONTEST DESCRIPTION**

### **2.1 Tasks that may be performed during the contest**

#### **Document Processing**

The document processing portion of the competition includes designing, creating and manipulating business documents to a specified requirement.

The following could form part of the skills assessment:

- ❖ Headers and footers
- ❖ Mail merge from a word processing, database and/or spreadsheet file
- ❖ Format, layout and scale of text and graphics



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- ❖ Advanced features of the document processing software to produce, format and edit documents (Competitors may be required to use tools such as indexes, tables of content, fields, etc.)
- ❖ Use of proofreaders' marks

### **Spreadsheets**

The spreadsheet portion of the competition includes designing and creating a spreadsheet of up to 40 rows and 10 columns to solve a problem relating to a scenario. Competitors may also be required to edit and modify an existing spreadsheet of up to 40 columns and 150 rows. Competitors may be expected to enter data, edit data, append data, produce graphs, print reports, and undertake “what if” style reporting from the spreadsheet.

The following could form part of the skills assessment:

- ❖ Creation of rows, columns and cells
- ❖ Entry of numbers, labels and formulas
- ❖ Different formats for number entry and printout
- ❖ Entry of titles
- ❖ Developing formulas using existing data
- ❖ Modifying the structure of a given spreadsheet
- ❖ Hiding data columns or ranges
- ❖ Printing results—numerical and graphical
- ❖ Linking data from multiple worksheets within a file

### **Multi-Media**

Using PowerPoint, competitors will create a slide show containing information from a variety of sources.

The following could form part of the skills assessment:

- ❖ Creating graphs from given data
- ❖ Creating picture slides from a given printed copy
- ❖ Creating textual slides as required (including formatting such as bullets, tables, action buttons, and hyperlinks)
- ❖ Combining a variety of data sources as required
- ❖ Selecting timing, sequencing, transitions, and animations
- ❖ Applying transitions and animations
- ❖ Creating, applying and editing templates
- ❖ Editing masters



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- ❖ Importing graphics
- ❖ Hiding slides

### **Database**

The database portion of the competition includes: producing queries, forms, reports and labels; sorting and printing selected fields; and searching and locating records on given fields.

Competitors may be asked to design, create, enter, append and edit a database structure of more than 10 fields and 10 records. They may be expected to undertake search, sort and indexing activities using a database; edit and modify an existing database and produce queries, forms and reports; and modify the structure of an existing database.

The following could form part of the skills assessment:

- ❖ Selecting fields to be used as keys – primary & secondary
- ❖ Using records and fields
- ❖ Using numeric fields and formulas
- ❖ Searching, sorting and indexing records –alphabetically and numerically
- ❖ Creating printed reports.

### **3. ESSENTIAL SKILLS**

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 or higher than it is for many office jobs.

### **4. EQUIPMENT, MATERIAL, CLOTHING**

#### **4.1 Each competitor will bring the following:**

Each competitor must bring a pen to the competition.

#### **4.2 Equipment and material provided by the competition site**

One computer workstation complete with required software

#### **4.3 Required clothing (Provided by competitor)**

Competitors are expected to dress appropriately for an office environment.



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### **5. SAFETY REQUIREMENTS**

5.1 List of required personal protective equipment(PPE) provided by competitors

NA

### **6. ASSESSMENT**

6.1 Point breakdown

POINT BREAKDOWN	/100
Document Processing	25
Multimedia/Powerpoint	25
Spreadsheet	25
Database	25

### **7. ADDITIONAL INFORMATION**

#### **7.1 Tie (No ties are allowed)**

In the case of a tie, the winner will be decided based on the highest score in the Access portion of the competition.

#### **7.2 Competition rules**

Please refer to the competition rules for all general PSC information.

### **8. CONTACT INFORMATION**

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