CONTEST DESCRIPTION

Competition Date	Tuesday, April 1st, 2025
Competition location	Prince of Wales campus, Holland College
Trade Number	08
Trade Name	IT Software Application
Level	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 April 1st, 2025, 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 239W 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

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. SKILLS FOR SUCCESS

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
- ❖ 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
- ❖ 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.

The following 9 skills have been identified and validated as key skills for success for the workplace in the legend below:

Numeracy, Communication, Collaboration, Adaptability, Reading, Writing, Problem Solving, Creativity and Innovation, Digital

3. EQUIPMENT, MATERIAL, CLOTHING

3.1 Each competitor is required to <u>bring the following</u>:

N/A

3.2 Equipment and material provided by the <u>competition site</u>

One computer workstation complete with required software

3.3 Required clothing (Provided by competitor)

Competitors are expected to dress appropriately for an office environment.

4. SAFETY REQUIREMENTS

4.1 List of required personal protective equipment(PPE) provided by <u>competitors</u>

5. ASSESSMENT

5.1 Point Breakdown

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

6. ADDITIONAL INFORMATION
N/A

6.1 Tie (No ties are allowed)

Ties will be broken by time completed.

6.2 Competition rules

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

7. CONTACT INFORMATION

Name	Email address
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