

Contest Description

COMPETITION DATE: November 1 – 6, 2021	CONTEST AREA NAME: IT Office Software Applications
CONTEST AREA NUMBER: 08	LEVEL: Intermediate
DURATION OF CONTEST: 2.5 Hours	LOCATION: Virtual

CONTEST INTRODUCTION

Purpose of the Challenge.

The rapid pace of globalization over the past decade has been largely driven by developments in Information Communication Technology (ICT). Information Technology (IT) Specialists are increasingly in great demand in several areas, one of which is in providing solutions for businesses.

What do IT Software Solutions professionals do?

- Develop solutions to business' problems
- Use Word Processing and Presentation software as a framework to build software solutions
- Analyze business requirements in order to create well-fitting solutions
- Use problem-solving skills and in-depth technical knowledge to build those solutions
- Use communication skills to document their creation in an easy-to-understand way
- Use communication and sales skills to present their solutions to clients

Where do IT Software Solutions professionals work?

- Large enterprises
- Medium-sized businesses
- Small businesses
- Government
- As freelancers

They can operate in a wide variety of roles including:

- In a support role
- In a training role
- In a development role
 - Providing customization and automation
 - Developing totally customized software solutions to business' requirements

- In a business analyst role providing the data required to enable decision making
- In the daily activities of a company
 - Simplifying and improving routine office and business activities

Skills and Knowledge to be tested.

The competitors will use Google Docs and Slides to create business documents. The criteria listed in each section below are intended as a guideline only. All criteria may not be included.

Competitors will submit their work at the end of each session. Work files will be provided when needed.

CONTEST DESCRIPTION

List of documents produced and timeline for when competitors have access to the documents. The Intermediate competition is divided into two sections. The competition involves the ability to use Google Workspace to complete two sections. In each section, competitors may be using any combination of the applications Google Docs and Slides. Each section will be one hour and fifteen minutes in length and will be tested as follows (subject to change).

DOCUMENT	DATE OF DISTRIBUTION VIA WEBSITE
Docs (Document Processing)	
Slides (Presentations and Graphics)	

The competitors will use Google Docs and Slides to create business documents. The criteria listed in each section below are intended as a guideline only. All criteria may not be included.

Competitors will submit their work at the end of each session. Work files will be provided when needed.

Word Processing

Competitors will be expected to use the full functionality of Google Docs. Built-in spell check and thesaurus functions will not be tested.

- Create a document

Competitors must know and understand:

- How to design, create, and modify a range of business documents, such as letters, tables and column documents

Competitors must be able to:

- Apply the full range of text, paragraph, page, and document formatting
- Create, edit, and format tables
- Create and modify charts
- Insert, draw, modify, and manipulate graphical objects

Note: Spell check and thesaurus functions will not be tested as this creates problems where data files are accessed on workstations running software in languages other than English.

Presentations and Graphics

The presentations and graphics portion of the competition requires candidates to design, create, and manipulate presentations and graphics using Google Slides. Drawing and modifying of graphical objects will be limited to the capabilities of Slides (no drawing packages will be used in the test project).

- Create a presentation

Competitors must know and understand:

- How to design, create, and modify the presentation according to given specifications

Competitors must be able to:

- Create and modify slides using a variety of layouts and formats
- Use text effects
- Include tables and charts in a presentation
- Import data (text, spreadsheet, charts, etc.)
- Hide/unhide slides

- Add special effects to presentation

Competitors must know and understand:

- How to add special effects to the presentation according to given specifications

Competitors must be able to:

- Add multimedia elements
- Insert hyperlinks
- Customize slide component animation
- Insert media files (movie and sound)

- Add graphical objects to a presentation

Competitors must know and understand:

- How to create, format, and apply graphical objects to a presentation according to given specifications



Competitors must be able to:

- Insert and manipulate illustrations, for example Shapes, WordArt, SmartArt, Diagrams, and Graphical Objects
- Modify and work with objects to change object orientation, format object, group and ungroup objects, and arrange objects

- Customize and automate processes

Competitors must know and understand:

- How to create and design the interface to suit client requirements as specified
- How to provide the user with options for simple execution of complex processes
- How to customize a Design Template

Competitors must be able to:

- Automate loading and display of objects
- Create, modify, and use templates
- Set up a slide master
- Customize slide layouts
- Create custom themes
- Customize bullets
- Add common slide information
- Modify the notes master
- Modify the handout master

- Prepare a presentation for delivery

Competitors must know and understand:

- The importance of professionalism in preparing a slide show for delivery according to given specifications

Competitors must be able to:

- Spell check
- Arrange slides
- Add transitions
- Apply animation effects
- Execute other programs during a slide show
- Create speaker notes
- Print a presentation
- Package a presentation
- Set up a custom show
- Annotate a presentation
- Set up and apply automatic timings to a slide show

The criteria listed in each section above are intended as guidelines only. All criteria may not be included.

EQUIPMENT, MATERIAL, CLOTHING

Equipment and Material

Competitor must supply:

Computer workstation running:

- Windows 7 or 10
- Internet Explorer
- Google Docs and Slides

SAFETY REQUIREMENTS

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

Note: Competitors will not be allowed to compete if the above items are not brought and used.

EVALUATION/JUDGING CRITERIA

Point Breakdown

The final score will be determined by combining the scores from each of the sections as follows:

Secondary	
Document Processing	50%
Presentations & Graphics	50%

ADDITIONAL INFORMATION

Tie (No ties are allowed)

In the event of a tie, the position will be awarded to the highest average of each competitors highest and lowest mark.

Competition rules

Please refer to the competition rules for all general Intermediate Skills Competition.

PROVINCIAL TECHNICAL COMMITTEE MEMBERS

Name	Email address
Colleen Duffett	colleen.duffett@cna.nl.ca
Cathy Goodwin	cfgoodwin709@gmail.com
Christine Bugler	christine.bugler@gov.nl.ca
Denise Martin	denise.martin@cna.nl.ca