# 2023 Regional Scope Document

*Skill 08 – IT Office Software Applications*

*Secondary Competition*

**Contest Length – 11 am to 3 pm**
**Registration Time – 9:30 am – 10:30 am**

## Purpose of the Contest

Microsoft Office is a widely used suite of office applications used throughout the world. This competition will assess the competitors' skills and knowledge in creating various business documents incorporating advanced functionality and streamlining processes.

## Project Scenario

For the purposes of this competition, each competitor will be required to create, edit, and format documents using Microsoft Word, Excel, and PowerPoint.

## Project Skills and Knowledge to be tested

### Word Processing using MS-Word 365

Competitors will be expected to use the full functionality of Microsoft Word.

➢ Word - Document Processing
- Personal and business letter and punctuation styles
- Multi-page report which may include enumerations, headers, footers, title page, source referencing, works cited page and format manipulation
- Bulleted and/or numbered lists
- Boxed/ruled tables
- Desktop publishing concepts to produce documents such as invitations, newsletters, flyers, brochures, and business letterhead

## Spreadsheets using MS-Excel 365

Competitors will be expected to use the full functionality of Microsoft Excel; however, competitors will not be expected to have in-depth knowledge or expertise in any field (e.g., financial, engineering, statistical, mathematical, etc.) Competitors should be able to:

- Excel - Spreadsheets
  - Layout and design
  - Functions such as sum, average, maximum, minimum, count, if, choose, lookups
  - Chart production
  - Action Buttons
  - Final printout design

## Presentations and Graphics using MS-PowerPoint 365

Competitors must be able to use the full functionality of Microsoft PowerPoint:

- PowerPoint - Presentation
  - Slide show production following specific instructions
  - Adding animations, slide transitions, action buttons
  - Geometric designs drawn and enhanced using Microsoft draw tools

## Equipment, Tools, and Materials To be Supplied by Each Competitor
- Pen or pencil

## To be Supplied by the Committee as Required
- The competition will take place in a computer lab so all equipment will be supplied by OC

## Evaluation and Judging Criteria

| POINT BREAKDOWN | / 100 |
|---|---|
| Word | 35% |
| Excel | 35% |
| PowerPoint | 30% |
| **TOTAL** | 100%      / 100 |

No ties are permitted. In the cases of a tie, the judges will defer to the highest mark in 'Excel" to determine a winner.

| Technical Committee | |
|---|---|
| **Brenda Ridgeley-Ketchell, Okanagan College** | **Chair** |