2027 BC Provincial Scope Document

Skill 08 – IT Office Software Applications
Post-Secondary and Secondary Competitions

Contest Length – 6 hours

Registration Time – 8:00am

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, PowerPoint, and Access (post-secondary students only).

Project Skills and Knowledge to be tested

Items in italics are for post-secondary competitors only.

Word Processing using MS-Word 365

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

- 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
  - **Software integration*
  - **Mail merge*

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:

- Spreadsheets
  - Layout and design
  - Functions such as sum, average, maximum, minimum, count, if, choose, lookups
  - Chart production
  - Action Buttons
  - Final printout design
  - **Working with external data*
  - **Pivot tables and charts*

Presentations and Graphics using MS-PowerPoint 365

- Presentation
  - Slide show production following specific instructions
  - Adding animations, slide transitions, action buttons
  - Geometric designs drawn and enhanced using Microsoft draw tools
  - **Customizing animation effects including order and timing*

Database (Post-Secondary Competitors Only)

- Database
  - Designing, creating, entering, and editing a database structure
  - Establishing relationships between various tables of information
  - Sorting and printing records
  - Action buttons
  - Searching and locating using filters and/or queries
  - **Validation, input masks and setting defaults*

Equipment, Tools, and Materials To be Supplied by Each Competitor

- Pen or pencil
- Students are expected to bring their own computer. **BYOD – Bring Your Own Device** - Minimum requirements: compatible workstation with Windows and MS Office
- Ensure you have at least two USB connections on your device for the external keyboard and monitor supplied by Skills BC

- Please ensure your anti-virus is up to date.
- Refillable water bottle, water stations will be on/near the contest site

Books, notes, materials and assisting devices are not permitted unless listed above.

Media devices, such as cell phones, smart phones, mp3 players or PDAs are not permitted on the contest site.

Prior to attending the Skills BC Competition, students should be familiar and competent in the use of the tools and equipment listed above as well as what safety precautions will be observed.

To be Supplied by the Skills BC as required

- USB drives to store competition documents
- External Keyboard to connect to USB of competitor's device
- External monitor to connect to USB of competitor's device
- Powerbar

Evaluation and Judging Criteria

Knowledge and Abilities	Secondary	Post-Secondary
Word – Document Processing	25%	33%
Excel - Spreadsheets	25%	34%
PowerPoint - Presentations	25%	33%
Database *(Post-Secondary Only)*	25%	
TOTAL	100%	100%

No ties are permitted. In the cases of a tie, the judges will defer to the highest mark in 'Excel" for secondary students and Database for post-secondary students to determine a winner.

Technical Committee

Brenda Ridgeley-Ketchell, Okanagan College **Chair**
Tanya Cooke, Okanagan College **Member**