



## 17<sup>TH</sup> ONTARIO TECHNOLOGICAL SKILLS COMPETITION

### IT SOFTWARE APPLICATION - SECONDARY LEVEL

**CHAIR:** Liz Stacey - [lstacey@conestogac.on.ca](mailto:lstacey@conestogac.on.ca)  
**\*\* Gold medal winners will advance to the Canadian Skills Competition.**

#### **PURPOSE OF THE CHALLENGE:**

To evaluate competitors' understanding and ability in: document processing, spreadsheets, presentation and database software as well as integration.

**SAFETY REQUIREMENTS:** Competitors are required to follow all industry safety standards during the competition.

#### **SKILLS AND KNOWLEDGE TO BE TESTED:**

Students should be prepared for the competition by developing the following knowledge/abilities:

##### Document Processing:

- ❖ Personal and business letter and punctuation styles
- ❖ Mail merge
- ❖ Multi-page report which may include enumerations, headers, footers, title page, source referencing, works cited page, format manipulation, etc
- ❖ Bulleted and/or numbered lists
- ❖ Boxed/ruled tables
- ❖ Desktop publishing concepts to produce documents such as invitations, newsletter, flyer, brochure, business letterhead, etc

##### Spreadsheets:

- ❖ Layout and Design
- ❖ Functions such as sum, average, maximum, minimum, if, choose, lookups
- ❖ Chart production
- ❖ Final printout design

##### Presentation:

- ❖ Slide show production following specific instructions
- ❖ Manipulation of backgrounds, animations, slide transitions, fonts, etc
- ❖ Geometric designs drawn and enhanced using Microsoft draw tools

Database:

- ❖ Designing, creating, entering, and editing a database structure of no more than 20 fields and 10 records
- ❖ Establishing relationships between various tables of information
- ❖ Sorting and printing records
- ❖ Searching and locating using filters and/or queries

### **EQUIPMENT, TOOLS, SUPPLIES, CLOTHING**

**Committee will provide:**

Hardware and Software:

- ❖ IBM compatible workstations with Windows XP
- ❖ Microsoft Office 2003

### **JUDGING CRITERIA:**

Evaluation is based upon the completed tasks. Evaluation breakdown for the competition follows:

<b>Document Process</b>	<b>Spreadsheets</b>	<b>Presentation</b>	<b>Job Interview</b>	<b>Database</b>
30%	30%	25%	5%	10%

### **TIME TABLE:**

Registration: 7:00am - 7:30am

Orientation: 7:30am – 8:00am

Interviews: 8:00am - 8:30am

Project: 8:30am – 3:30pm with a 1 hour lunch break.

### **JOB INTERVIEW:**

To assist competitors in fully preparing for their eventual job searches and to become valued employees, there will be a **5 minute** job interview worth 5% of the competitor's overall mark incorporated into this contest. It is expected that the competitors arrive prepared WITH A RÉSUMÉ and be ready for interview questions related to the technical career path their contest reflects. Feedback from the interview will be given to competitors in order to help them prepare for real-life job interviews.

### **COMMITTEE MEMBERS:**

Liz Stacey

Technical Chair

[lstacey@conestogac.on.ca](mailto:lstacey@conestogac.on.ca)

Conestoga College

(519) 748-5220 Ext 3253