

**SkillsUSA District 1 Competition
Wilkes-Barre Area Career and Technical Center**

Contest Title: Technical Computer Applications

Contest Chairperson: Nicole Barletta

Phone: 570-822-4131

Contest location: Wilkes-Barre Area CTC

Equipment provided by Host School:

- PC Computer- Office 2007
- Printer
- Compact Disk

Equipment Provided by Student:

- None

Contest Narrative:

Students will complete a written test on computer terminology. The exam will consist of multiple choice questions. Students will then be completing projects using Microsoft Office 2007 Professional Edition. Students will be expected to use any and all features of the Word, Excel, Access, and PowerPoint programs from introductory to advanced concepts. Some of the specific features of each program include the following:

Microsoft Word

- Create a Word document
- Document a setup and format
- Editing and emphasizing text
- Other word features that could be included:
 - Tables
 - Clip art
 - Borders
 - Breaks
 - Drawing toolbar
 - Columns
 - Mail merge

Microsoft Access

- Create a database using Access
- Define database fields
- Adding and deleting records in a database
- Run a query

Microsoft PowerPoint

- Create / edit a PowerPoint presentation
- Change slide format (background, spacing, etc.)
- Side animation
- Slide transition

Microsoft Excel

- Create an Excel document
- Format cells and worksheet
- Creating and editing formulas
- Creating charts from cell range
- Other Excel features that could be included:
 - Borders
 - Formula functions
 - Changing worksheet setup

No contact with students during testing. Advisors may enter the threshold of the room only.