TECHNICAL COMPUTER APPLICATIONS

Clothing Requirements

For men: Official SkillsUSA white polo shirt with black dress slacks, black socks and black leather shoes.

For women: Official SkillsUSA white polo shirt with black dress slacks or skirt, black socks or black or skin-tone seamless hose, and black leather shoes.

Note: At the district level if a student is not able to wear the official SkillsUSA attire he/she may wear an outfit that would be acceptable in their specific field of study. *Please keep in mind that official SkillsUSA attire will be required at the state and national level.*

Eligibility

Open to active SkillsUSA members enrolled in programs with computer literacy as part of or the entire occupational objective.

Equipment and Materials: Supplied by host school:

1. Desktop Computer with full size keyboard, and laser mouse
2. USB Drive with templates and instructions
3. Windows 7
4. Microsoft Office 2013
5. Internet Explorer 8 or higher

Equipment and Materials: Supplied by Contestant:

1. All students must have a one-page, typewritten résumé

Scope of the Contest – *(Defined by the National Competition Regulations)*

(District Competitions are meant to be a scaled down version of National Competition. It is important for the students to participate in a competition that will reflect a cross-section of the industry skills needed to prepare them for the state and national levels)

This contest is defined by industry standards as set by the current industry technical standards. The contest assesses the ability of a candidate to perform jobs and skills selected from the list of competencies as determined by the SkillsUSA Championships technical committee.

Knowledge Performance

A written exam will be given that covers the installation and operation of the software, hardware and cabling plus general computer support knowledge. Topics also include information as related to the Internet, networking, computer applications and data sharing.

Skill Performance

A series of demonstrations will be performed during the skills performance portion of this contest. The competencies outlined by the contest technical committee will be used as the foundation for this assessment. Contestants should be familiar with using a Windows-based. All work must be done independently. The Internet, cell phones or PDA's will not be allowed during the contest.

Safety Requirements

Both the instructor and the contestants certify by agreeing to enter this contest that the contestants have received instructions and have satisfactorily passed an examination on the safe use of computer related equipment used in this test.

Contest Guidelines

Demonstrate the use of Microsoft Office Professional per standards and guidelines as set forth by the technical committee Use features in Word

- Format text and paragraphs
- Apply and format columns
- Insert and modify content in header and footers
- Modify document layout and page setup
- Create new documents using a template
- Review and modify document properties
- Organize documents using file folders
- Save documents in appropriate formats for different users
- Print documents, envelopes and labels
- Preview documents and Web pages
- Insert and edit text, symbols and special characters
- Insert frequently used and predefined text
- Navigate to specific content
- Insert, position and size graphics
- Create and modify diagrams and charts
- Locate, select and insert supporting information
- Change and organize document views and windows
- Create bulleted lists, numbered lists and outlines
- Insert and modify hyperlinks
- Compare and merge documents

Use features of Excel

- Enter and edit cell content
- Locate specific cell content

- Locate, select and insert supporting information
- Insert, position and size graphics
- Filter lists using the AutoFilter feature
- Sort lists
- Insert and modify formulas
- Use statistical, date and time, financial and logical functions
- Create, modify and position diagrams and charts based on worksheet data
- Apply and modify cell formats
- Apply and modify cell styles
- Modify row and column formats
- Format worksheets
- Insert, view and edit comments
- Create new workbooks from templates
- Insert, delete and move cells
- Create and modify hyperlinks
- Organize worksheets
- Preview data in other views
- Setup pages for printing
- Print data
- Organize workbooks using file folders
- Save data in appropriate formats for different uses

Use features in PowerPoint
- Create new presentations from templates
- Insert and edit text-based content
- Insert tables, charts and diagrams
- Insert pictures, shapes and graphics
- Insert objects
- Format text-based content
- Format pictures, shapes and graphics
- Format slides
- Apply animation schemes
- Apply slide transitions
- Customize slide templates
- Work with masters
- Add, edit and delete comments in a presentation
- Compare and merge presentations
- Organize a presentation
- Set up slide shows for delivery 🎬 Rehearse timing
- Save and publish presentations
- Print slides, outlines, handouts and speaker notes

Technical Computer Applications Rating Sheet

Items evaluated	Possible Points	Contestant Points
Written Test	10	
Microsoft Office	---	
Word	30	
Excel	30	
PowerPoint	30	
Total	**100**	

Note: No cell phones or other electronic devices may be used at any time during a competition; this includes using a calculator function on a cell phone for competitions in which calculators are permitted.