1. Schedule

April 9, 2027	NSCC Ivany
TIME	**TASK**
8:30 am – 8:45 am	Registration & Orientation (in the competition area)
8:45 am – 10:00 am	Word Processing
10:00 am – 10:15 am	Break
10:15 am – 11:30 am	Spreadsheets
11:30 am – 12:00 pm	Lunch (provided)
12:00 pm – 1:15 pm	Presentations & Graphics
1:15 pm – 1:30 pm	Break
1:30 pm – 2:45 pm	Database

2. 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.

3. Criteria

Competitors will create, edit, and format documents using Microsoft Word, Excel, PowerPoint and Access.

4. Number of Stations / Competitors

There will be fifteen (20-30) stations

5. Knowledge, Skills and Abilities to be Assessed

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.

- Create / modify / format a business document:
    - o Apply text, paragraph, object, page and document formatting features;
    - o Work with styles and themes;
    - o Use the Navigation Pane;
    - o Create endnotes and footnotes;
    - o Generate a bibliography and a Table of Contents;
    - o Create / modify citations;
    - o Work with templates;
    - o Create / modify columns;

- Create / modify tables
    - o Use all features of table properties.

- Perform a mail merge:
    - o Create / edit a data source;
    - o Work with a main document;
    - o Sort / filter records.

- Use collaboration tools:
    - o Work with track changes;
    - o Apply comments.

- Share data across applications:
    - o Work with hyperlinks;
    - o Prepare documents for printing or publishing electronically;
    - o Export data and objects to other applications;
    - o Import data and objects from other applications;

- Automate processes:
    - o Create / modify / run macros;
    - o Create / modify / use forms;
    - o Create cross-references and indexes.

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 particular field (e.g., financial, engineering, statistical, mathematics, etc.)
Competitors should be able to:

- Construct a spreadsheet:
    - o Use formulas as required;
    - o Create, modify and format spreadsheets using the full range of Excel's formatting features including conditional formatting;
    - o Use a variety of built-in functions (statistical, mathematical, text, logical, financial, date and time).

- Use Design and Analysis tools:
    - o Perform What If Analysis using Goal Seek / Solver / Scenario Manager;
    - o Analyze data using PivotTables and Pivot Charts.

- Use Data and Table functions:
    - o Sort data;
    - o Define and apply data filters;
    - o Use the sub-totaling feature;
    - o Run data queries;
    - o Set up and apply validation rules.

- Share data across applications:
  - o Import and export data according to specifications;
  - o Integrate data with external sources.
- Printing Spreadsheets
  - o Set printing options to output a chart, worksheet, workbook, PivotTable report according to specifications.

- Charts and Graphs:
  - o Create, modify and format the full range of charts according to specifications;
  - o Create and use PivotTables and Pivot Charts.

- Customize and automate processes
  - o Hide / unhide / freeze rows and columns;
  - o Set up templates with appropriate protection;
  - o Customize an Excel worksheet;
  - o Enhance worksheets using themes;
  - o Work with comments.

- Use graphical objects:
  - o Insert, modify and format graphic objects;
  - o Change the order of layered graphic objects;
  - o Group graphic objects.

- Use multiple workbooks
  - o Create a workspace;
  - o Consolidate data;
  - o Link cells in different workbooks;
  - o Edit links.

Presentations and Graphics using MS-PowerPoint 365

Competitors must be able to:

- Create and modify Presentations:
  - o Create bullet, number and unnumbered lists;
  - o Convert text to a SmartArt;
  - o Work with photos and objects;

- Adding media and special effects:
  - o Apply themes;
  - o Import data (text, spreadsheet, charts, etc.);
  - o Customize slide animation;
  - o Insert media files (movie, sound, etc.);
  - o Trim and set poster frames in a video;
  - o Compress videos and photos;

- Apply Advanced Formatting to Objects:
  - o Creating charts and SmartArt Diagrams;

- Adding audio;
- Editing photos;
- Create custom shapes.

• Advanced Animations
  - Add more than one animation to an object;
  - Set triggers;
  - Add and modify hyperlinks;
  - Setup slide timings manually.

Database using MS-Access 365

Competitors must be able to:

• Create / modify a database:
  - Create forms, reports, queries and macros;
  - Define table relationships;
  - Import / export external data (excel, access, text, etc.);
  - Customize field and object properties.

• Querying a database:
  - Create Exact Match queries;
  - Using a Comparison Operator to match a range of values;
  - Using logical operators within a query;
  - Use of AND and OR operator within a query;
  - Use calculated controls within a query;
  - Create a Find Duplicates, Unmatched and Top Value query;
  - Create a Pattern Match and List of Values queries.

• Create Advanced Forms:
  - Create forms in Design View rather than using the wizard;
  - Add a sub form to a main form and have multiple calculated controls within the form;
  - Adding shapes and other objects to a form to improve its appearance.

• Create Custom Reports
  - Create Reports in Design View rather than using the wizard;
  - Using a query for a custom report;
  - Add header and footers (page numbers, titles, date, etc.);
  - Group data according to specifications.

• Automating tasks with Macros:
  - Create, modify and execute macros;
  - Adding actions to a macro;
  - Adding command buttons and attaching macros to these buttons;
  - Create a Navigation Form;
  - Using SQL statements to create a list box control;

The criteria listed in each section above are intended as guidelines only. All criteria may or may not be included.

6. Prerequisites

Contest-Specific Prerequisites

- Ability to read and follow instructions
- Knowledge of basic layout of documents
- Efficient keyboarding and editing skills including proofreading
- Proficient use of basic features of spelling and grammar check tools
- Ability to use Help features
- Ability to start the Microsoft Office 365 software in Windows 11
- Ability to use Windows 11 to create folders, save, copy and rename files to a specified location

SCNS Prerequisites

- Be enrolled in a community college, university, private school OR be a registered apprentice with the Department of Labour and Advanced Education (Apprenticeship Agency);
- Be registered as a competitor with Skills Canada – Nova Scotia;
- The competitor cannot have received their journey-person certification prior to March 1 of the competition year;
- Possess Canadian citizenship or Permanent Resident (Landed Immigrant) status and be a resident of Nova Scotia. Competitors are responsible for verifying this information if requested.

Note: International students are eligible to compete in the Nova Scotia Skills Competition; however, they are not eligible to advance to the Skills Canada National Competition. International competitors will be required to sign an additional release form acknowledging.

- Have been earning post-secondary credits in a sector relevant to the one in which they wish to compete (i.e., to compete in carpentry, the student would be earning credits in any construction-related trade) at any time during the academic school year (September to June);
- All competitors must be able to show either current apprenticeship status and/or proof of enrollment in a post-secondary institution upon request of the Provincial Technical Committee (PTC) or Skills Canada – Nova Scotia.
- Have completed and submitted a signed release form

7. Required Equipment and Clothing

a) What Will Be Supplied

All computers and equipment will be supplied by NSCC/Skills Nova Scotia

b) What Competitors Must Supply

The competition will take place in a computer lab so all equipment will be supplied by NSCC

8. Evaluation and Judging Criteria

POINT BREAKDOWN	**/ 100**
Word	25%
Excel	25%
PowerPoint	25%
Access	25%
TOTAL	**100%**

9. Additional Information

Wear comfortable clothes. Bring headphones (sound-cancelling if possible).

10. PTC Contact Information

Name	**Employer**	**Email**
Linda MacLeod	NSCC	linda.macleod@nscc.ca
Neil Cody	NSCC	neil.cody@nscc.ca
Kurt Lanigan	NSCC	kurt.lanigan@nscc.ca