

Maryland Skills USA Technical Computer Applications Event Guidelines

Updated March 2010

Introduction:

This event is designed to allow participants to show their proficiency in various aspects of the Microsoft Office applications, general internet use, and basic presentation skills. Each year, the participants will be asked to develop documents in Word, Excel, Access, and Power Point that all support a practical scenario. Guidelines and minimum requirements for each section will be described in the event materials given on the day of the event. Participants are encouraged to use their abilities and creativity in these events. Just meeting the minimum requirements in most sections will not garner full points for the sections. Not meeting the minimum requirements will result in limited points being awarded for the section. Please see the scoring guidelines at the end of this document. All necessary hardware and software will be provided.

The contest computers will be running WindowsXP and Office2007

Event Outline

1. Resume- 5% Deduction (12 points) if not provided
 - a. These will not be evaluated but a deduction of total available points will be taken if a resume is not provided prior to the start of the event.
2. Time Limits
 - a. Students will be allowed thirty minutes to complete both knowledge exams.
 - b. Students will be given a total of three hours to complete all internet proficiency and Microsoft Office tasks.
 - c. Presentations will be limited to 6 minutes.
3. Written tests
 - a. Maryland Skills USA knowledge exam- only used for tie-breaks
 - b. Technical Computer Applications knowledge exam- 40 points
 - i. This will be a twenty question exam based Microsoft Office, the Windows Operating System, and general computer hardware and software knowledge.
4. Internet proficiency- 40 points
 - a. Students will be asked to set up a web-based email account and make changes to some of its settings.
 - b. Students will be asked to use the internet search engine of their choice to find specific information on the internet.
 - c. All submissions of information and documents created throughout the rest of the event will be emailed to a specified email address using the account created.
5. Microsoft Office- 140 points
 - a. Access- (30 of 140)
 - i. Students will create a database relevant to the scenario proposed in the event instructions. This database will be used in other components of the event.
 - ii. Specific guidelines for the database will be included in the instructions. These guidelines will specify a minimum number of access features to use and a minimum number of entries into the database. Additional points may be awarded for the use of additional features. No additional points will be awarded for additional entries in the database.

- b. Word- (40 of 140)
 - i. Students will complete one task from each of the two groups
 - 1. Group 1- (15 of 40 points)
 - a. Create a word template
 - b. Create a poster, flyer, or brochure
 - 2. Group 2- (25 of 40 points)
 - a. Create labels using a mail merge
 - b. Create a mail merge letter
 - c. Excel- (40 of 140)
 - i. Students will create a spreadsheet using specific features and functions of excel
 - ii. Students will create a chart based on the spreadsheet created in the first part
 - d. Power Point- (30 of 140)
 - i. Students will create a power point. **This will not be used in their oral presentation.** Specific guidelines will be outlined in the students' instructions. Beyond the minimum, slide count is not a factor in scoring. The perceived effectiveness of the presentation as a supplement to an oral presentation will be the major factor of evaluation of the final product.
6. Oral Presentation (Technical Support)- 20 points
- a. After time has expired for the above components of the event, students will be called for this section of the event. A schedule for presentations will be developed at random and given to contestants prior to the end of the three hour time limit. Students are expected to arrive outside the presentation room two minutes prior to their designated time.
 - b. Students will be asked to direct a judge to solve three technical problems, as presented by the judge, involving any combination of the following: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Internet Explorer, or WindowsXP.
 - c. Scoring will be based on the student's ability to troubleshoot, identify the problem, determine a solution, and explain the steps for the judge to implement the developed solution.
7. Tie Breaks
- a. Tie scores will be decided based on the following means, in this order
 - i. Maryland Skills USA knowledge exam
 - ii. Composite Microsoft Office score
 - iii. Technical Knowledge exam
 - iv. Internet proficiency score
 - v. Oral presentation score

Maryland Skills USA Technical Computer Applications Score Sheet

Contestant Name/ Number _____

Chapter _____

Internet Proficiency			
Web-based email		Score	Notes
- Ability to establish web based email account	10		
- Appropriateness of username	3		
- Ability to make set-up changes	7		
- Ability to submit documents via email	7		
Total for section	27		
Internet Search Engines		Score	Notes
- Ability to find information via search engines	5		
- Relevance of submitted results to assigned task	8		
Total for section	13		
Internet Proficiency Total	40		
Microsoft Office Applications			
Access		Score	Notes
- Ability to set-up a new database	8		
- Meeting of stated guidelines	15		
- Demonstration of additional access features	7		
Total for section	30		
Word		Score	Notes
Group 1			
- Visual appeal of final document	3		
- Meeting of stated guidelines	6		
- Spelling, grammar, syntax	3		
- Creativity	3		
Group 2			
- Correct use of mail merge	7		
- Meeting of stated guidelines	10		
- Spelling, grammar, syntax	4		
- Completion of merge	4		
Total for sections	40		

Maryland Skills USA Technical Computer Applications Score Sheet

Excel		Score	Notes
Creation of spreadsheet			
- Inclusion of stated guidelines	12		
- Relevance of data used	5		
- Use of additional functions and features	5		
Creation of chart			
- Ability to create a meaningful chart	8		
- Completeness of chart properties	5		
- Appropriateness of chart type to purpose	5		
Total for sections	40		
Power Point		Score	Notes
- Inclusion of required components	12		
- Visual appeal of presentation	5		
- Effectiveness of presentation	8		
- Use of other features	5		
Total for Section	30		
Microsoft Office Application Total	140		
Oral Presentation			
		Score	Notes
- Ability to identify the problem	5		
- Effectiveness of the developed solution	5		
- Ability to explain the necessary solution steps	10		
Oral Presentation Total	20		
Microsoft Office Application Total	140		
Internet Proficiency Total	40		
Practical Total	200		
Written Test Score	40		
Resume Deduction (12 points if not provided)			
Rank		Total Score	

Judge's Name: _____ Signature: _____