

# MS OFFICE Competition

## Contest Overview and Components

Today's office environments require sophisticated solutions for dealing with business data. In the Microsoft Office Solutions competition, teams will use Word, Excel, Power Point, and Access to create an end to end data management and presentation solution. Successful teams will demonstrate creative thinking to solve business problems and an in depth knowledge of the MS Office suite.

Teams will be given the problem statement at the beginning of the contest time. Time will be allowed to read the problem statement and ask any questions in a common session. Once the question and answer time has closed, no further questions will be answered. At the end of the contest period, each team will be asked to submit their solution for judging.

The problem statement requires a complete solution and the standards for all four applications are at the same level. Differences will come in the level of detail in the instructions vs. the level of creativity and independent thought required. The problem statement consists of five sections, described below:

1. Introduction – 5%
  1. Summarizes the business problem and provides background information about the client.
2. Access – 30%
  1. Access is often the application that is least familiar to students yet are the foundation of all organizational information systems. The database section will require substantial effort, but will include more detailed instructions, allowing teams show their familiarity with Access basics as well as introducing Students to new skills and methods of data storage and retrieval.
3. Excel – 30%
  1. Excel is used to analyze information stored in databases. While teams may be more familiar with Excel than Access, functions and calculations are vital to data analysis and may also require substantial effort. Instruction details will be provided and, although they may be less than the Access portion, they will be more than Word or PowerPoint portions of the competition.
4. Word – 20%
  1. Word is the primary application used for formal business communication. Since teams are likely more familiar with Word, there will be less instructions. Teams will be judged on their level of creativity and professionalism as they construct their solution.
5. PowerPoint – 15%
  1. PowerPoint is used to disseminate information in a group setting. As Teams are likely to be more familiar with presentation software, instructions will be fewer. There will be a creativity component.

## Team Composition

Your team may be made up of 1-2 students.

**Skills** Shown at 3 levels: **Baseline/Expected, M=Mastery/Probable, A=Advanced/Possible**

### Word

At the base level:

- Create and edit documents using themes, styles, templates
- Insert and format digital pictures, text boxes, and use multiple columns, shapes, clip art, SmartArt, and a table
- Export/Print documents to various formats and applications

- Headers, footers, number pages, footnotes and citations

At the Mastery Level:

- Enter, format, and sort data in a table
- Create a watermark using a graphic
- Use mail merge, including inserting merge fields

At the Advanced Level:

- Enter formulas in a table (Calculate totals, etc.)

## **Excel**

At the base level:

- Create worksheets and modify properties, page layout, formatting, and themes
- Create and modify charts and various chart properties and data ranges
- Insert and use existing Excel functions (IF, VLOOKUP, financial functions, etc.)
- Create formulas using absolute and mixed cell references and named references

At the Mastery level:

- Create and use a data table, including sorting and filtering
- Create Pivot Tables and Pivot Charts
- Import data from a text file, Access database or xml file

At the Advanced Level:

- Use Goal Seek/Scenario Manager/Solver for analysis/recommendations

## **Access**

- Design a database to satisfy a collection of requirements using various field types
- Specify referential integrity, validation rules, default values, and formats
- Create and relate additional tables from either new or imported data
- Create and use various queries (parameter, criteria, update, delete, etc.)
- Create and use forms based on queries, including sub forms

At the Mastery level:

- Use Joins, calculated fields, sorting, and compound criteria in queries
- Create and use reports with grouping, sorting, totals, and conditional values

At the Advanced level:

- Create a menu (aka Switchboard) as the default when a database is opened

## **PPT**

At the base level:

- Create and format a presentation, including styles, transitions, and themes
- Insert and format clip art, multi-media clips, shapes, SmartArt, and pictures
- Create, format or Import a chart or table
- Insert, modify, or delete text and comments
- Insert, import, modify or delete slides, including slide properties

At the Advanced Level:

- Add hyperlinks to slides, objects, or other Microsoft Office documents
- Use Slide Master to modify slide types
- Add action buttons, action settings, and control presentation timing

## **Scoring**

\*See Protocol section above.

## **Schedule**

For this contest, contestants will have a total time of 2½ hours for the contest overview, contest work and turn in. See contest schedule for contest time and place. Check in will begin 20 minutes before the contest begins.

## **Resources**

The competition is designed for Office 2016.

Competitors who use a different version of MS Office can still participate, however, if requirements are not met due to version differences competitors may end up losing points from the possible scoring criteria.