



MS OFFICE Competition

Sponsored by: *MWC3 Foundation*

Contest Overview and Components

Today's office environments require sophisticated solutions for dealing with business data. For 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 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 for all four applications. Judging will take into consideration the team's level of detail, creativity, and independent thought. The problem statement consists of five sections, described below:

1. Introduction – 5%
 1. A Summary of the business problem that includes background information about the client.
2. Access – 30%
 1. Because Access is often the application that students are least familiar with, the database section will require substantial effort and the contest statement will include more detailed instructions.
3. Excel – 30%
4. Excel is used to analyze information stored in databases. Teams may be more familiar with Excel although a knowledge of functions and calculations are vital to data analysis and will require substantial effort. The contest statement will include more detailed instructions.
5. Word – 20%
 1. Word is used for formal business communication. Teams should be familiar with Word as the competition will provide fewer instructions.
6. PowerPoint – 15%
 1. PowerPoint disseminates information in a group setting. Teams are likely to be more familiar with presentation software. The competition will provide fewer instructions.

Teams will be judged on their level of creativity and professionalism as they construct their solution.

Contest Note: students must be capable of saving their submissions on a USB flash drive from their personal computers.

Team Composition

This competition is for an individual or teams of 2 students.

Skills (Shown at 3 levels: Baseline/Expected, Mastery/Probable, 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

At the base level:

- 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

Powerpoint

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

A rubric for scoring will be distributed with the problem statement at the beginning of the contest time. General guidelines are in the Contest Overview above.

Schedule

See contest schedule for contest time and place. The time will include contest overview, contest work and turn in.

Check in will begin 20 minutes before the contest begins.

Resources

Each team must have at least 1 computer to complete your project

The competition is designed for *Office 365*

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.