



## Data Analytics I with MS Office



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### Competition Overview and Components

Today's office environments require sophisticated solutions for dealing with business data. For this competition, teams will use Word, Excel, Access, and PowerPoint to create a data analysis solution from data collection to presentation. Successful teams will demonstrate creative thinking to solve business problems by leveraging their knowledge of data analytics and their proficiency with Office 365 tools.

Teams will receive the problem statement at the start of the competition. Time will be allowed to read over 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 competition period, each team will be asked to submit its solution for judging.

Judging will take into consideration the team's level of detail, creativity, and independent thought.

## Team Composition

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

## Skills (Shown at 3 levels: Baseline, Mastery, Advanced)

	<b>B=Baseline/Expected, M=Mastery/Probable, A=Advanced/Possible</b>	<b>B</b>	<b>M</b>	<b>A</b>
<b>Word</b>				
Create and edit documents using themes, styles, templates		X		
Insert and format digital pictures, text boxes, and use multiple columns		X		
Export/Print documents to various formats and applications		X		
Insert headers, footers, number pages, footnotes and citations		X		
Insert and format shapes, clip art, SmartArt, and a table		X		
Enter, format, and sort data in a table		X		
<b>Excel</b>				
Create worksheets and modify properties, page layout, formatting, and themes		X		
Create and modify charts and various chart properties and data ranges		X		
Insert and use existing Excel functions (IF, VLOOKUP, financial functions, etc.)		X		
Create formulas using absolute and mixed cell references and named ranges		X		
Create and use a data table, including sorting and filtering			X	
Import data from a text file, Access database or xml file			X	
Use Goal Seek/Scenario Manager/Solver for analysis/recommendations				X
<b>PPT</b>				
Create and format a presentation, including styles, transitions, and themes		X		
Insert and format clip art, multi-media clips, shapes, SmartArt, and pictures		X		
Create, format, or import a chart or table		X		
Insert, modify, or delete text and comments		X		
Insert, import, modify or delete slides, including slide properties		X		
Add hyperlinks to slides, objects, or other Microsoft Office documents			X	
Use Slide Master to modify slide types			X	
Add action buttons, action settings, and control presentation timing			X	

## Scoring

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

## Schedule

See the Competition Schedule for the competition time and place. The time will include competition overview, competition work, and turn-in.

Check-in will begin 15 minutes before the competition begins.

## Resources

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

The competition is designed for Office 365 on a Windows PC. **Please note:** A *Remote version* will be available for those without a PC or Office 365