

MIDWEST COLLEGIATE COMPUTING CONFERENCE

mwc3.org

MWC³

Data Analytics I with MS Office

Competition Overview and Components

Today's office environments require sophisticated solutions for dealing with business data. For the Data Analytics I with MS Office competition, teams will use Excel and PowerPoint 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 from importing data into Excel, cleansing data, analyzing data, and then exporting data into a presentation. Judging will take into consideration the team's level of detail, creativity, and independent thought.

Excel is used to analyze information stored in many different places from web pages to databases. The contest statement will include more detailed instructions.

Competition Note: students must be capable of saving their submissions on a USB flash drive from their personal computers/or uploading to the conference web site.

Team Composition

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

Skills

Excel

- Create worksheets and modify properties, page layout, formatting, and themes
- Use Power Query Editor to import data from a text file, Access database or xml file
- Create and modify charts and various chart properties and data ranges
- Insert and use existing Excel functions (IF, VLOOKUP, financial functions, statistical functions, etc.)
- Create formulas using absolute and mixed cell references and named references
- Create and use data tables and Excel tables including sorting and filtering
- Create Pivot Tables and Pivot Charts
- Use Goal Seek/Scenario Manager/Solver for analysis/recommendations

PowerPoint

- Create and format a presentation, including styles, transitions, and themes
- Insert and format clip art, multimedia 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
- 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.

Resources

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

The competition is designed for MS Office 365 on a Windows (PC or Parallels on a Mac)-installed locally (on device), not from the Web. (**Office 365 on a MAC will not be capable of all necessary functions**). 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.