

Microsoft Applications Specialist

Advanced Competition brief

Skill description

A number of skills are required to be successful in this competition:

- Knowledge of Microsoft Word and Microsoft Excel
- Accuracy
- Time management

Entry requirements

The competition is for those working or training in any industry with in-depth knowledge of the Word and Excel sections of Microsoft Office software.

This competition is an open level of entry taking into account the fact that many sectors do not recruit from particular types and levels of qualifications. However, competitors will be likely to studying towards MOS or MCAS Certification.

WorldSkills London 2011 eligibility criteria

The rule for the WorldSkills Competitions states that competitors are required to be under the age of 23 in the year of the competition; This means that for the WorldSkills London 2011, competitors must be born on or after 1 January 1989.

Competition structure

Stage one: Enter online before 19 March 2010

Stage two: In the first round of the competition entries will be 'passive' meaning that competitors will need to complete a test from a downloadable link that will be sent by email once you have entered. Completed tests will need to be saved on a CD and sent to UK Skills by the 26th March 2010 to:

UK Skills

WorldSkills UK Applications Specialist Competition

36 Queens Street

London

EC4R 1HJ

Stage three: Highest scoring competitors that meet the required standard will be invited to compete at a two day live UK final at Middleton Hall, Milton Keynes in June 2010

Accommodation and travel expenses will be paid for the finalists selected to compete at the

2 day UK final.

Please note that winners of the UK Final are **not** automatically selected for WorldSkills. Competitors must go through rigorous training to be selected for the UK squad.

If competitors would like to cancel their entry to the competition they must cancel online by 19 March 2010 to prevent cancellation charges (see competition rules on the website for further details).

About the competition

The competition is designed in the form of a business scenario where competitors work with the input, manipulation, output, presentation and communication of information. There are two areas of specialism, one involving the use of Microsoft Word and the other involving Microsoft Excel

No more than three competitors per organisation (colleges, universities or organisations who are considering participating should run an 'in house' competition and select the finalists to enter this national competition).

Competitors that enter this competition should make sure that they are available to take part in a two day live UK final in June 2009 (dates will be released by January 2010).

Competition description

Stage 2: Passive Stage

Once you have entered the competition online you will be able to download the passive stage test immediately from the link that has been emailed to you.

Both tests should be downloaded from the email link and once completed saved onto a CD.

Tests should be saved as 'yourname_word_passive' 'yourname_excel_passive' and then sent to UK Skills on a CD labelled with your name and contact details by no later than the 26th March 2010. With your submission you should include a covering letter with the following details:

- Your name
- Your college/workplace
- Your address/email/telephone number
- Competitor ID and name of the competition you are entering

The passive stage test may be completed in Microsoft Office 2003 or 2007 any other format will not be accepted. You will be tested on some of the elements laid out below.

Stage 3: UK Final

The UK Final is a two day competition and competitors will be using Microsoft Office 2007. The competition will test some of the elements laid out below and will be in a timed environment. Competitors will need to commit to arriving at the competition the day before at the designated time for a briefing ready to start the competition the next day.

Accommodation and travel expenses will be paid for the finalists selected to compete at the 2 day UK final.

Skills that will be tested during both stages:

Microsoft Word

Formatting Content

- Create custom styles for text, tables and lists
- Control pagination
- Format, position and resize graphics using advanced layout features
- Insert and modify objects
- Create and modify diagrams and charts using data from other sources

Organising Content

- Sort content in lists and tables
- Perform calculations in tables
- Modify table formats
- Summarize document content using automated tools
- Use automated tools for document navigation
- Merge letters with other data sources
- Merge labels with other data sources

Formatting Documents

- Create and modify forms
- Create and modify document background
- Create and modify document indexes and tables
- Insert and modify endnotes, footnotes, captions, and cross-references
- Create and manage master documents and subdocuments

Customising Word

- Create, edit, and run macros

Microsoft Excel

Organizing and Analyzing Data

- Use subtotals
- Define and apply advanced filters
- Group and outline data
- Use data validation
- Create and modify list ranges
- Perform data analysis using automated tools such as the Solver function
- Create PivotTable and PivotChart reports
- Use Lookup and Reference functions
- Locate invalid data and formulas
- Watch and evaluate formulas

- Define, modify, and use named ranges

Formatting Data and Content

- Create and modify custom data formats
- Use conditional formatting
- Format and resize graphics
- Format charts and diagrams

Managing Data and Workbooks

- Import data to Excel
- Export data from Excel
- Consolidate data

Customizing Excel

- Create, edit, and run macros

Marking and assessment

Marks will be awarded for the passive stage by the judges as follows:

Part 1 – Word processing (25 objective marks = 50%)

Part 2 – Spreadsheet (25 objective marks = 50%)

Total 100%

Each part will be assessed and marked independently of the other part. The parts will be assessed and marked in accordance with the general and specific competition rules.

The criteria for assessment are as set out on the attached forms attached to the tests. All objective marking is marked on a 'correct' or 'incorrect' basis per aspect.

Rules

Each competitor must submit his/ her entry by the due date.

All work **must** be clearly labeled. You will be notified via email if you have been selected to attend the UK Final.

Stage two - Passive competition:

1. Work produced must be solely that of the competitor.
2. Work must be in electronic format.
3. Specific presentation instructions should be adhered to.

Stage three - Live competition:

1. Information to be issued to finalists who are selected to attend a live final.

Contact details

For technical advice about the competition contact:

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Email: dsuffling@aol.com

For general information about competitions please contact the WorldSkills UK contact centre:

Free phone: 0800 612 0742

Email: worldskillsuk@ukskills.org.uk

Web: www.worldskillsuk.org