Competition Overview/Brief

WorldSkills UK Open IT Software Solutions for Business

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| About the Competition |
| WorldSkills UK IT Software Solutions for Business competitions focus on all the essential requirements for a successful career as a Microsoft Applications Specialist, working in the IT department of any organisation. This competition tests competitors’ in-depth knowledge of Microsoft Office software - Microsoft Word, Microsoft Excel during the regional Heats and the full Microsoft Office suite in the national final They will be inputting, manipulating, outputting and presenting information and will need to demonstrate:* accuracy
* knowledge
* time management skills
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| The Detail |
| Competitors will undertake a series of practical tasks which will demonstrate their abilities and skills in Microsoft Applications.The full competition brief will be provided to each competitor on the morning of the competition heat. You can download the Past Test Pieces from a previous year’s UK Final here: [2015](https://www.dropbox.com/sh/5cohivczsw6bw3x/AAAVXaM74RcTpxZ2AKpvbYF7a?dl=0) [2014](https://www.dropbox.com/sh/i41bzoilhklrwgi/AACtQBuMOhR_U1EZu3IzgLX-a?dl=0) or [2016 Heat](https://www.dropbox.com/sh/dqc3msnu5kv8tmn/AADSZLRYetqP8XsOXeDcmDOSa?dl=0)**Microsoft Word 2016****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
* Merge labels with other data sources
* Summarize document content using automated tools
* Use automated tools for document navigation
* Merge letters with other data sources
* Modify table formats

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

**Customising Word*** Create, edit, and run macros

**Microsoft Excel 2016****Organizing and Analysing 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
* Create, edit, and run macros

**Managing Data and Workbooks*** Import data to Excel
* Export data from Excel
* Consolidate data

**Customizing Excel*** Format charts and diagrams
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| Entry Requirements  |
| This competition is intended for those competitors with 2 years experience of this skill in education, training, or employment. Up to 3 competitors per college/organisation may enter this competition. Colleges/organisations with more than one campus may enter up to 6 competitors – with a maximum of 3 competitors per campus.eg – A multi campus college/organisation with 3 sites could enter 1 competitor from site A, 2 competitors from site B and 3 competitors from site C = 6 competitors maximum. |

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| Marking and Assessment |
| All marks are objective and will be awarded by the judges as follows

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| A | File Management & Maintaining Documents | **40%** |
| B  | Formatting Content | **15%** |
| C | Organising Content | **30%** |
| D | Formatting Documents | **15%** |
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| **Total** |  | **100%** |

Each competition test will be assessed and marked independently of the other test. The tests will be assessed and marked in accordance with the general and specific competition rules.A panel of judges have been drawn from industry, colleges and training providers. The judges’ decisions will be independently moderated and quality assured before being confirmed.NB: The top candidates achieving the highest marks in the heats will be invited to the UK final. There is no automatic entrance to the UK final for heat winners. WorldSkills UK will inform finalists following moderation of marks from the regional competitions.If a competitor has a complaint on the day it is advised that this be discussed with the host, head judge or WorldSkills UK representative. If this is not possible the grievance procedure must be used, the procedure is found in the competitions rules, which is downloadable from [worldskillsuk](https://www.worldskillsuk.org/worldskills-uk-competitions/for-competitors/competition-rules)https://www.worldskillsuk.org/worldskills-uk-competitions/for-competitors/competition-rules |

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| Contact Details |
| For technical advice about the competition contact: Toby Bell**Phone:** 01670841200 ext 329**Email:** toby.bell@northland.ac.uk  |

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| Competition Rules |
| * Mobile phones to be switched off during competition activity
* Listening to music via headphones is not permitted during competition activity
* Any questions during competition activity should be addressed to the competition Judge
* Competitors should not communicate with other competitors during competition activity
* It is the responsibility of each competitor to arrive on time for each competition session. No additional time will be allowed if you arrive late.
* Technical failure of your equipment should be reported immediately to your judge. Additional time will be allocated if the fault is beyond the control of the competitor
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| Competition Partners |
| This competition is managed by Northumberland College and New College Lanarkshire |

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| Relevant Links |
| <https://www.worldskillsuk.org/worldskills-uk-competition-materials#_>. |

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