

## Technical Computer Applications Scope

### Description

The NYC SkillsUSA Technical Computer Applications contest is developed to assess students' knowledge of basic computer applications including but now limited to Microsoft Word, Powerpoint, and Excel.

### Clothing Requirements

- NYC SkillsUSA T-Shirt
- Black Dress Slacks (accompanied by black dress socks or black or skin-tone seamless hose) or black dress skirt (knee-length, accompanied by black or skin-tone seamless hose).
- Black leather shoes that are not backless or open toe

### Equipment and Materials

1. **Supplied by NYC chair/committee:**
  - a. Laptop computer with wireless network capabilities
2. **Supplied by contestant:**
  - a. All competitors must create a one-page resume.

### Scope of the Competition

The competition is defined by current industry technical standards and will consist of **three** parts:

1. Word Processing and Mail Merge → Hands-On (Word)
2. Manipulating Data → Hands-On (Excel)
3. Written Component (Certification Exam)

**All modules will be completed in a group format.**

## SKILLS PERFORMANCE

### Word Processing and Mail Merge

Given Microsoft Word, create a template given a scenario and use mail merge to perform tasks pertaining to the scenario.

### Manipulating Data

Given a data set in Microsoft Excel, manipulate the data using formulas and create tables/reports based on the data.

### Written Component

The student must answer questions related to topics relating to Microsoft Word, Excel, and Powerpoint.

## STANDARDS AND COMPETENCIES

### 1. Microsoft Word

- 1.1 Create and manage documents
- 1.2 Managing and Printing Documents
- 1.3 Modify Fonts
- 1.4 Format Paragraphs
- 1.5 Format Pages
- 1.6 Edit Documents
- 1.7 Insert illustrations and other elements
- 1.8 Create and format tables
- 1.9 Use themes, styles, and templates
- 1.10 Manage references
- 1.11 Manage headers, footers, and sections
- 1.12 Use track changes
- 1.13 Manage document protection and accessibility

### 2. Microsoft Excel

- 2.1 Create and manage workbooks
- 2.2 Organize and enter data
- 2.3 Change properties and print worksheets
- 2.4 Format Cells
- 2.5 Enter simple formulas
- 2.6 Use advanced functions
- 2.7 Display data in charts
- 2.8 Use advanced functions
- 2.9 Display data in charts
- 2.10 Organize data in tables

### 3. Microsoft Powerpoint

- 3.1 Create and manage powerpoints
- 3.2 Format textual content
- 3.3 Design slides

- 3.4 Use the slide master
- 3.5 Format illustrations, tables, and charts
- 3.6 Format pictures and other media
- 3.7 Apply animations and transitions
- 3.8 Deliver presentations