SkillsUSA Competition

**Technical Computer Applications**

**January 17, 2022**

# District 8 COMPETITION

**Objective:** To evaluate each contestant’s preparation for employment and recognize outstanding students for excellence and professionalism in the field of technical computer applications.

**Equipment to be supplied by student:**

**None**

**Equipment supplied by test site:**

1. Supplied to the contestants-A computer with the following:
   1. Windows 7 or 10 with Microsoft Office 2013 installed
   2. Internet Access

This competition will test a student’s expertise in the planning, budgeting, using the Internet and using Microsoft Office 2013 software applications.

**Clothing Requirements:**

Business Casual

**Eligibility:**

Open to all active SkillsUSA members enrolled in programs with computer literacy as part of the or all of the occupational objective.

**Contest Specifications:**

Contestants will be required to plan a personal budget. They will access the Internet to obtain information on the income level of a career as well as personal expenses. They will then use the information to complete the following:

1. **Word-** Write a one to two-page report describing the income-level of your career choice as well as expenses incurred in living on your own. (20 points)
2. **Excel-** Create a spreadsheet to calculate your monthly and yearly expenses. Graph the expenses. (20 points)
3. **PowerPoint-** Create a presentation on your career income as well as expenses. (20 points)
4. **Oral Presentation-** Present your Personal Budget. (20 points)
5. **Written Test-** 30 question written test based on Computer Technology NOCTI exam (30 points

**Word**

Write a one to two-page report describing the income-level of your career choice as well as expenses incurred in living on your own.

1. Format your report according the format guide provided.
2. Insert a Header with *Contestant Number* \_\_\_\_\_ on the left side and the Competition name on the right side.
3. Insert a Footer with the Date on the right side
4. Create a bulleted list of at least five but no more than ten expenses that you will incur living on your own.
5. Save your work in the Documents Folder, in a folder called *Contestant Number \_\_\_\_Word.*
6. Print two copies of the document to the default printer. Print your copies one-sided.

**Excel**

Create a spreadsheet to calculate your monthly expenses. Graph the expenses.

1. Format your Gridline Table according to the Format Guide provided.
2. Table should show your monthly as well as yearly income.
3. Table should show your monthly as well as yearly expenses.
4. Formulas should be used to calculate yearly income and expenses.
5. Insert a graph of your choice showing monthly income versus monthly expenses.
6. Save your work in the Documents Folder, in a folder called *Contestant Number \_\_\_\_Excel.*
7. Print two copies of your table and graph to the default printer.

**PowerPoint**

Create a presentation on your career income as well as expenses.

1. Presentation must contain a minimum of five slides.
2. No Slide Transitions should be used.
3. Table and Graph from Excel section should be used in your presentation.
4. Save your work in the Documents Folder, in a folder called *Contestant Number \_\_\_\_PowerPoint.*
5. Print two copies of Handouts of your presentation, Six Slides-Horizontal to the default printer.

**Oral Presentation**

Present your Personal Budget.

1. Present your Personal Budget in a two to three-minute speech.
2. Use your PowerPoint as a visual during your speech.
3. Be prepared to answer judges questions.