SkillsUSA Technical Computer Applications Contest 2023

Scope of the Contest

To evaluate each contestant's preparation for employment and to recognize outstanding students for excellence and professionalism in the field of technical computer applications.

Knowledge Performance

The contest will include a **Written Exam**, **Resume with embeded links, and Video with Oral Presentation of PowerPoint, Word and Excel projects.** See SkillsUSA Virtual Technical Standards for competencies measured.

Contest Description

A series of virtual demonstrations will be performed during the skill performance portion of this contest. The competencies outlined by the contest technical committee will be used as the foundation for this assessment. These will all be completed and submitted prior to the actual contest date. Contestants should be familiar with using a Windows, and/or macOS-based operating system. All work must be done independently.

Contest Information (All items must be received by due date) **April 1, 2023**

• **PDF Resume**

    o Upload one file with all contestant's one-page resume's and include the digital link(s) to Portfolio and Zoom Recording

    Portfolio/Written Submission Upload digital copies of your PowerPoint, Excel document, and Resume into a cloud-based storage platform and embed the link to the file folder into your resume.

Scoring Information

The following pre-submission items will be judged by industry professionals prior to virtual in-person Zoom session. *See Technical Standards for specific judging criteria*

    1. Resume with embedded links to written submissions and video of completed tasks

    2. Recorded submission of PowerPoint, Excel, and Resume

    3. Video recording of contestant completing both Technical Computer Applications tasks

SkillsUSA Technical Computer Applications Skills Project

Task #1 50 Question Multiple Choice Test Technical Computer Applications

Complete a 50 question exam covering all areas of technical computer applications.

Task #2 50 Power Point presentation, recorded narrative

Choose any skill and create a PowerPoint presentation that illustrates how to perform the skill without using any text. Record your presentation with your recorded narration. Include an introduction, each step, and conclusion. PowerPoint should have transitions, animations, good use of color, font, text size. Narration voice must be the contestant's voice. Maximum length of presentation 5 minutes. Open a Zoom or Teams session, share screen, and record your creation process from beginning to end. Once complete, save the file as a PDF and upload into a cloud-based platform. Copy the hyperlink and embed in your resume.

Task # 3 Microsoft Excel/Spreadsheets

 Objective: Create a spreadsheet showing the monthly snowfall totals for a fictitious city (in inches) for a 12-month period. (Jan-Dec). January should be at least 12.627 inches. Each month afterward should increase by 3.625 inches excluding the months of April-October. These months should show zero snowfall. Automate this column so it calculates the snowfall for you.

1. Create a spreadsheet in Excel.

2. Your spreadsheet should have column headings.

3. Use Autofill to list months of the year (type January and then copy it down using Autofill)

4. Your spreadsheet should have totals by month, a grand total for the past 12 months and an average monthly snowfall figure for the past 12 months.

5. Format all numbers with 3 decimal places. Use an Absolute Reference for at least one formula (using the dollar sign $).

6. Create one chart that reflects your data in the spreadsheet. The chart should easily illustrate the data from your spreadsheet. (it should tell a story). The chart should be an object within the existing worksheet.

Open a Zoom or Teams session, share your screen, and record your process from beginning to end. Once complete, save the file as a PDF and upload into a cloud-based platform. Copy the hyperlink and embed in your resume.

SkillsUSA Technical Computer Applications Virtual Project

Task # 4 Microsoft Word

Navigate to the url: https://www.cisa.gov/cybersecurity and create poster using information from the website. Your poster will be a one-page, informational fact sheet outlining some tips for Cybersecurity to prepare for Cybersecurity Awareness month and is directed towards high school students. You should demonstrate the appropriate use of at least 10 MS Word features. List the 10 features at the bottom of your poster (either in the footer or in a text box). All of your content should be in your own words. Try to make the poster visually appealing, using pictures to replace full descriptions when possible. You may retrieve your information from any reliable source.

All four of these aspects must be included:

- **Think Before You Click: Recognize and Report Phishing:** If a link looks a little off, think before you click. It could be an attempt to get sensitive information or install malware.
- **Update Your Software:** Don't delay -- If you see a software update notification, act promptly. Better yet, turn on automatic updates.
- **Use Strong Passwords:** Use passwords that are long, unique, and randomly generated. Use password managers to generate and remember different, complex passwords for each of your accounts. A passwords manager will encrypt passwords securing them for you!
- **Enable Multi-Factor Authentication:** You need more than a password to protect your online accounts, and **enabling MFA makes you significantly less likely to get hacked.**

Upload a digital copy of your poster in the written portfolio submission. Upload the video recording of your Zoom/Teams session showing your process from start to finish to create the brochure. Embed the links to your submissions in your resume.