NACTA 2010

Computer Applications Contest Rules
(Limited to 50 Contestants)

Date: April 16, 2010
Time: 7:45 am
Location: Darlington Hall AGH102
5005 S. Country Club Rd
El Reno, OK  73036

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Rules:

1. This contest will evaluate fundamental knowledge of computers and computer nomenclature, particularly with respect to personal computer hardware, software and the World Wide Web.

2. The contest will consist of two separate components:
   a. A written exam consisting of fifty (50) multiple-choice questions.
   b. An applications problem consisting of a fictitious business scenario requiring the creation of various supporting files and documents in four (4) application areas using presentation, word processing, spreadsheet, and publisher software.

3. A combined time of four (4) hours will be allowed for completion of the written exam and applications problem.

4. The grading point distribution will be as follows:
   a. The written exam will be worth 100 points [fifty (50) questions @ 2 points each].
   b. The applications problem will be worth 400 points [four (4) application areas @ 100 points each].

5. Announcements made during the contest will take precedence over written rules.

6. Each school may enter one team consisting of four (4) members. All four members will be eligible for individual awards, but the top three (3) scores will be used for the team score.
7. Team members can use any general reference books on computers and Microsoft Office to prepare for the contest. The contest coordinator will rely on information presented in Microsoft Office 2007 by Timothy & Linda O’Leary (ISBN 978-0-07-351916-6), as well as the applications’ Help files, as the basis for the written exam questions and the applications problem.

8. In the event of a tie, the following order of precedence will be observed:
   a. The contestant/team with the higher written exam score will be awarded the higher placing.
   b. The contestant/team with the higher spreadsheet score will be awarded the higher placing.
   c. The contestant/team with the higher word processing score will be awarded the higher placing.
   d. The contestant/team with the higher publisher score will be awarded the higher placing.
   e. The contestant/team with the higher presentation score will be awarded the higher placing.

9. The contest coordinator will provide contestants with necessary scan sheets. Scan sheets without a team number bubbled in will be disregarded.

10. Contestants may bring only #2 pencils. Books, notes, papers, etc. will not be allowed in the examination areas. Cell phone or pager use, or conferring during the contest, will not be permitted. Contestants observed in violation of these rules will be eliminated from the competition.

11. Dell computers running Microsoft Windows XP Professional with Microsoft Office 2007 Professional will be used for the contest. Contestants and their coaches will be allowed access to the computers the day before the contest from 5:00 PM to 7:00 PM to become acquainted with the examination areas and equipment.

12. Tabulation of the final scores and results will be copied and made available to each participating team at the end of the awards banquet. Results are final after they are announced.
**Computer Applications Contest – Additional Evaluation/Grading Criteria:**

As stated in the Rules, part of the Computer Applications Contest will be an applications problem consisting of a fictitious business scenario requiring the creation of various supporting files and documents in four (4) application areas using presentation, word processing, spreadsheet, publisher software. This document provides more specific information on how that section of the contest will be judged.

1. At the commencement of this part of the contest, each participant will be given access to a file containing a “fact sheet” about a fictitious company. Included on the “fact sheet” will be the following:

   A. Company background information
   B. Company name, address, telephone number
   C. Company logo
   D. Names of company employees with biographies
   E. Descriptions of the company
   F. Other information as may be deemed useful

2. **Presentation software**
   A. Microsoft PowerPoint 2007 will be used for the contest
   B. This section is worth a maximum of 100 points, distributed as follows:
      I. Proper use of required elements – 40 points
      II. Content, including spelling & grammar – 30 points
      III. Overall design & layout – 30 points

3. **Word processing software**
   A. Microsoft Word 2007 will be used for the contest
   B. This section is worth a maximum of 100 points, distributed as follows:
      I. Proper use of required elements – 40 points
      II. Content, including spelling & grammar – 30 points
      III. Overall design & layout – 30 points

4. **Spreadsheet software**
   A. Microsoft Excel 2007 will be used for the contest
   B. This section is worth a maximum of 100 points, distributed as follows:
      I. Proper use of formulas & Functions – 70 points
      II. Correctly designed & labeled Charts – 15 points
      III. Overall design & layout – 15 points

5. **Publisher software**
   A. Microsoft Publisher 2007 will be used for the contest
   B. This section is worth a maximum of 100 points, distributed as follows:
      I. Proper use of required elements – 40 points
      II. Content, including spelling & grammar – 30 points
      III. Overall design & layout – 30 points