

TECHNICAL COMPUTER APPLICATIONS NYS



PURPOSE

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

ELIGIBILITY

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

CLOTHING REQUIREMENT

Men: Black dress slacks; white dress shirt; plain black tie with no pattern or a SkillsUSA black tie. Black socks and black shoes. Smock or apron for clothing protection at discretion of contestant

Women: Black dress slacks or skirt, with businesslike white, collarless blouse or white blouse with small, plain collar that may not extend onto the lapels of the blazer; black sheer or skin-tone hose and black shoes with heels no higher than 1/2 inch and that are not backless or open toe.

Note: Contestants must wear their contest clothing to the contest orientation meeting.

EQUIPMENT AND MATERIALS:

1. Supplied by NY Chair/committee:
 - a. Table and chair
 - b. Network storage and networking equipment to connect to an Ethernet network
2. Supplied by the contestant:
 - a. Computer with the following minimum specifications.
 1. Computer/laptop
 2. NIC card for a wired Ethernet connection
 3. Full administrative rights with all user passwords disabled or uninstalled.

- a. Software suite accessibility, including a minimum of word processing, spreadsheet, data base presentation software.
- b. Pen/pencil

Note: Your contest may also require a hard copy of your résumé as part of the actual contest. Check the Contest Guidelines and/or the updates page on the NYS SkillsUSA Web site:

<http://www.nysskillsusa.org/>

1. Any changes to the hardware or software requirements will be announced in updates at:
<http://www.nysskillsusa.org/>
2. No cell phones or PDAs will be allowed during the contest.

SCOPE OF THE CONTEST

This contest is defined by industry standards as set by the current industry technical standards. The contest assesses the ability of a candidate to perform jobs and skills selected from the list of competencies as determined by the NY Chair/ committee.

Knowledge Performance

A written exam will be given that covers the installation and operation of the software, hardware and cabling plus general computer support knowledge. Topics also include information as related to the Internet, networking and data sharing.

Skill Performance

A series of demonstrations will be performed during the skills performance portion of this contest. The competencies outlined by the contest technical committee will be used as the foundation for this assessment. Contestants should be familiar with using a Windows-based, open source and/or Macintosh operating system. All work must be done independently.

Standards and Competencies

TECH 1.0 — Administer topics relating to the Internet standards and guidelines as set forth by the technical committee

- 1.1 Describe e-mail functions
- 1.2 Define FTP
- 1.3 Explain networking processes
- 1.4 Display knowledge of server installation
 - 1.5 Describe wireless and Bluetooth technology

TECH 2.0 — Install and configure an operating system per standards and guidelines as set forth by the technical committee

- 2.1 Modify the configuration setting for an operating system
- 2.2 Create users and policies for user
- 2.3 Manipulate application software as needed

TECH 3.0 — Demonstrate the use of Application Software per standards and guidelines as set forth by the technical committee

- 3.1 Use features in E-mail
 - 3.1.1 Originate and respond to e-mail and instant messages
 - 3.1.2 Attach files to items
 - 3.1.3 Create and modify a personal signature for messages
 - 3.1.4 Modify e-mail message settings and delivery options
 - 3.1.5 Create and edit contacts
 - 3.1.6 Accept, decline and delegate tasks
 - 3.1.7 Create and modify appointments, meetings and events
 - 3.1.8 Update, cancel and respond to meeting requests
 - 3.1.9 Customize calendar settings
 - 3.1.10 Create, modify and assign tasks
 - 3.1.11 Create and modify distribution lists
 - 3.1.12 Link contacts to other items
 - 3.1.13 Create and modify notes
 - 3.1.14 Organize items using folders
 - 3.1.15 Search for items
 - 3.1.16 Save items in different file formats
 - 3.1.17 Assign items to categories
 - 3.1.18 Preview and print items

- 3.2 Use features in Word Processing
 - 3.2.1 Format text and paragraphs
 - 3.2.2 Apply and format columns
 - 3.2.3 Insert and modify content in header and footers
 - 3.2.4 Modify document layout and page setup
 - 3.2.5 Create new documents using a template
 - 3.2.6 Review and modify document properties
 - 3.2.7 Organize documents using file folders
 - 3.2.8 Save documents in appropriate formats for different users
 - 3.2.9 Print documents, envelopes and labels
 - 3.2.10 Preview documents and Web pages
 - 3.2.11 Insert and edit text, symbols and special characters
 - 3.2.12 Insert frequently used and pre-defined text
 - 3.2.13 Navigate to specific content
 - 3.2.14 Insert, position and size graphics
 - 3.2.15 Create and modify diagrams and charts
 - 3.2.16 Locate, select and insert supporting information
 - 3.2.17 Change and organize document views and windows
 - 3.2.18 Insert and modify tables
 - 3.2.19 Create bulleted lists, numbered lists and outlines
 - 3.2.20 Insert and modify hyperlinks
 - 3.2.21 Circulate documents for review
 - 3.2.22 Compare and merge documents
 - 3.2.23 Insert, view and edit comments
 - 3.2.24 Track, accept and reject proposed changes
- 3.3 Use features of Spreadsheets
 - 3.3.1 Enter and edit cell content
 - 3.3.2 Locate specific cell content
 - 3.3.3 Locate, select and insert supporting information
 - 3.3.4 Insert, position and size graphics
 - 3.3.5 Filter lists using the AutoFilter feature
 - 3.3.6 Sort lists
 - 3.3.7 Insert and modify formulas
 - 3.3.8 Use statistical, date and time, financial and logical functions
 - 3.3.9 Create, modify and position

diagrams and charts based on worksheet data

- 3.3.10 Apply and modify cell formats
 - 3.3.11 Apply and modify cell styles
 - 3.3.12 Modify row and column formats
 - 3.3.13 Format worksheets
 - 3.3.14 Insert, view and edit comments
 - 3.3.15 Create new workbooks from templates
 - 3.3.16 Insert, delete and move cells
 - 3.3.17 Create and modify hyperlinks
 - 3.3.18 Organize worksheets
 - 3.3.19 Preview data in other views
 - 3.3.20 Customize window layout
 - 3.3.21 Setup pages for printing
 - 3.3.22 Print data
 - 3.3.23 Organize workbooks using file folders
 - 3.3.24 Save data in appropriate formats for different uses
- 3.4 Use features in Presentation Software
- 3.4.1 Create new presentations from templates
 - 3.4.2 Insert and edit text-based content
 - 3.4.3 Insert tables, charts and diagrams
 - 3.4.4 Insert pictures, shapes and graphics
 - 3.4.5 Insert objects
 - 3.4.6 Format text-based content
 - 3.4.7 Format pictures, shapes and graphics
 - 3.4.8 Format slides
 - 3.4.9 Apply animation schemes
 - 3.4.10 Apply slide transitions
 - 3.4.11 Customize slide templates
 - 3.4.12 Work with masters
 - 3.4.13 Track, accept and reject changes in a presentation
 - 3.4.14 Add, edit and delete comments in a presentation
 - 3.4.15 Compare and merge presentations
 - 3.4.16 Organize a presentation
 - 3.4.17 Set up slide shows for delivery
 - 3.4.18 Rehearse timing
 - 3.4.19 Deliver presentations
 - 3.4.20 Prepare presentations for remote delivery
 - 3.4.21 Save and publish presentations
 - 3.4.22 Print slides, outlines, handouts and speaker notes
 - 3.4.23 Export a presentation to another Microsoft Office program

- 3.5 Web Page Development Tools
- 3.6 Web Page Browser

TECH 4.0 — Complete a hands-on demonstration of the Internet per standards and guidelines as set forth by the technical committee

- 4.1 Show proper use of e-mail
- 4.2 Exhibit knowledge of FTP
- 4.3 Employ knowledge of networking
- 4.4 Share data across the Internet