

Word Processing/Spreadsheet Integration

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Mt. Whitney High School

CHECK IN: 8:30 am CONTEST BEGINS: 9:00 am

CLASS:

Integrated Business Applications

ELIGIBILITY:

Refer to General Information and Rules page.

SCOPE OF CONTEST:

The contestant will be given business data to be put into an Excel Worksheet. He/she will be required to format the information as specified, create appropriate formulas, and create required charts. The contestant will then be given information to be properly formatted into a business letter using word processing software. Upon completion of the letter, the contestant will be required to copy the formatted worksheet into the document as specified.

EQUIPMENT AND MATERIALS:

To be supplied by chairperson:

- Area for competition including computer hardware and software (Microsoft Windows XP, Microsoft Excel XP and Microsoft Word XP)
- All testing materials
- All judging materials

TIME:

Roll will be taken at 9 a.m. The time allowed for this competition is 2 HOURS.

SCORECARD:

The formatted spreadsheet and charts, formatted business letter document, and the integration of the two applications will each have independent point values assigned by the chairperson and judging committee. The competition outcome will be determined by a summation of all components.

TIE BREAKER:

Ties will be broken by the score on the formatted spreadsheet.