

**WorldSkills Jamaica National Skills Competition**

Test Projects –IT/Software Application  
April 23 to 25, 2008

# IT/Software Applications

Final Test Project



# **WorldSkills Jamaica National Skills Competition**

Test Projects –IT/Software Application  
April 23 to 25, 2008

## **WorldSkills Jamaica Competition April 24 to 25, 2008**

### **General Instructions**

1. Each competitor will be required to carry out the test project as specified and will be available on the website three months before the competition.  
[www.worldskillsjamaica.org](http://www.worldskillsjamaica.org)
2. Each competitor will be required to carry out the test project as specified on the schedule to be handed out two days before the competition.
3. The time will be specified according to the test project.
4. 20% change will be made to the test project on the day of the competition where a new test project will be issued to the competitor.
5. All materials, ingredients, large equipment and specialized hand tools will be provided.
6. **Please note that all competitors should provide their own small tools and utensils.**
7. Competitors are expected to identify all equipment/ materials/ingredients needed and submit list to the competitions committee no later than March 7, 2008.
8. Debriefings will also be conducted for all competitors on April 22, 2008.
9. All competitors will get an opportunity to arrange work areas the day before the competition. Where applicable competitors for the second day will arrange their work areas on the evening of day one. Competitors who fall in the second shift will get an opportunity to do their preparation at offsite locations (to be decided) where necessary.
10. **Competitors and coaches are expected to find their way to the competition village on April 22, 2008 and to depart back home on April 26, 2008**

# **WorldSkills Jamaica National Skills Competition**

**Test Projects –IT/Software Application  
April 23 to 25, 2008**

- 11. Transportation will be provided at designated times for all competitors and coaches to and from the competition venue.**
- 12. All coaches will play the role of experts (judges) for the competition**
- 13. Accommodation and meals will be provided for all competitors**
- 14. Accommodation will be provided for coaches only.**
- 15. All other persons that support the competitors will need to make their own accommodation arrangements.**
- 16. Lunch and light refreshment only will be provided for coaches, (experts), workshop supervisors, national trade managers and volunteers.**
  
17. All competitors should be present for the opening ceremony along with their coaches.
18. Rehearsal for the opening ceremony will be held on the evening of April 22, 2008 in the Indoor Sports Centre.
19. Competitors are not allowed out of the competition village unless permission is granted by the dorm master.
20. All competitors are required to register at the competition village to qualify for entry into the competition.
21. Special permission must be granted if competitors need to reside off campus.

# **WorldSkills Jamaica National Skills Competition**

Test Projects –IT/Software Application  
April 23 to 25, 2008

## **SOFTWARE USED**

- Microsoft Word
- Microsoft Excel

WorldSkills Jamaica National Skills Competition  
**Software Applications**

# **Spreadsheet Processing**

Time allotted: 3 hrs.

# WorldSkills Jamaica National Skills Competition

Test Projects –IT/Software Application  
April 23 to 25, 2008

## SPREADSHEET REQUEST FORM 1

### Action Required:

New Spreadsheet  Edit Spreadsheet  Data Entry  Import Data  Macro

**Booking.xls**

### SPREADSHEET FORMATTING

Refer to Datasheet SS1

### FORMULAS REQUIRED

### REPORTS REQUIRED:

### CHARTS REQUIRED:

### SPECIAL INSTRUCTIONS:

Save workbook as **Booking.xls**

Files to import: **logofujiskills.wmf, Delegate.csv, Route.csv**

Refer to Data Sheet SS1 for further instructions

# WorldSkills Jamaica National Skills Competition

Test Projects –IT/Software Application  
April 23 to 25, 2008

## DATASHEET SS1

At the Fuji Competition 2007, delegates from each country can book a tour for members in their own delegation.

Create a new worksheet as shown below. Note - Font colour for **Check Delegate** and **Prepare for booking** is red.

Rename the sheets as shown below.

Light turquoise

Light Yellow

Bright Green

Sky blue

Yellow

Blue

Please see 5c for more detail

## Instructions

1. Import data from **Delegate.csv** into the worksheet called **Delegate** and import data from **Route.csv** into worksheet **Route**.

No	Delegate ID	Delegate Name	Number of Booking
1			
2	1	Mary Ann Baumgardner	1
3	2	Ashely McClain	1
4	3	Chris Adams	2
5	4	Jean Chesser	3
6	5	Judy Feierbach	4
7	6	Laura Miller	2
8	7	Melissa Sanchez	1
9	8	Rosa Jimenez	3
10	9	Suzie Alcoser	2
11	10	Wanda Roberts	3
12	11	Ann Sullins	6
13	12	Cindy Coray	4
14	13	Darlene Loose	1
15	14	Jane Davis	2
16	15	...	...

No	Route ID	Route Name	Price	Special Route
1	R01	Tokyo - Shizuoka	\$560	No
2	R02	Shizuoka - Nagoya	\$650	Yes
3	R03	Tokyo - Osaka	\$1,200	No
4	R04	Nagoya - Osaka	\$600	Yes

# WorldSkills Jamaica National Skills Competition

Test Projects –IT/Software Application  
April 23 to 25, 2008

2. Format the **Main** sheet as shown above:

- Remove gridlines.
- If ID Number exists in **Delegate** sheet, in the cell D3 show a Tan fill colour along with the name of delegate
- If ID Number does not exist in **Delegate** sheet, display “Unknown” in the cell D3 with a **Red** fill colour as well as show the message box with title “Warning” and content “Could not find the delegate”.

3. When you click on the button **Start booking**: Fill data of ID Number, Delegate Name and number of booking in the **Prepare for Booking** table below, based on the data in the Delegate sheet. Please note that the booking data for other delegates should be added one under the other, when the **Start booking** button is clicked.

4. **Route ID** is a list of routes (dropdown list) in the “**Route**” sheet. When a route is selected, the **Route name** and **Price** should appear automatically.

No of Booking	Route ID	Route Name
3	R02	Shizuoka - Nagoya
2	R04	Nagoya - Osaka
4	R03	Tokyo - Osaka
5	R03	Tokyo - Osaka
3	R01	Tokyo - Osaka
	R02	Tokyo - Osaka
2	R03	Tokyo - Shizuoka
3	R04	Shizuoka - Nagoya

5. The **Discount** and **Total** should be calculated as follows:

a. If the Route is not a Special Route, then:

- If “No of Booking” is less than 3, then discount = 10%.
- If “No of Booking” is greater than or equal 3 and less than 5, then discount = 20%.
- If “No of Booking” is greater than or equal 5, then discount = 40%.

b. If the Route is a Special Route, then:

- If “No of Booking” is less than 3, then discount = 20%.
- If “No of Booking” is greater than or equal 3 and less than 5, then discount = 40%.
- If “No of Booking” is greater than or equal 5, then discount = 60%.

c. The fill colour of the **Total** cell should change to **Yellow** if the value is greater than \$1000 and less than or equal to \$1500. It should change to **Red** if the value is greater than \$1500

6. When the “**Clear**” button is clicked, the data in the **Prepare for Booking** table should be deleted.

# WorldSkills Jamaica National Skills Competition

Test Projects –IT/Software Application  
April 23 to 25, 2008

7. When the “View Report” button is clicked, move the data from the **Prepare for Booking** table to the worksheet **Report** (format in ascending sort by ID Number). Insert graphic from logofujiskills.wmf. Note the following illustration.

**Date:** 2007/11/11 ← Current date (yyyy/mm/dd)  
**Time:** 5:12:07 PM ← Current time



## BILLING FOR DELEGATE

ID Number	Delegate Name	No of Booking	Route ID	Route Name	Price	Discount	Total
0900	Mary Ann Baumgardner	2	R01	Tokyo - Shizuoka	\$560	\$56	\$504

**Grant total:    \$504**

8. Calculate the **Grand Total** and display below as shown.

9. Protect the **Main** worksheet only allowing data to be entered in **ID** and **Route ID** and formulas are hidden. (Do not use a password).

# WorldSkills Jamaica National Skills Competition

Test Projects –IT/Software Application  
April 23 to 25, 2008

## SPREADSHEET PROCESSING REQUEST FORM 2

Pre-requisites: none

### Action Required:

- New Spreadsheet                       Edit Spreadsheet     Data Entry  
 Import Data                               Macro

Bubble.jpg

Quiz.xls

### SPREADSHEET FORMATTING

Refer to DataSheet 1

### FORMULAS REQUIRED

### SPECIAL INSTRUCTIONS:

Recreate the following sheet

Save it as **quizResults.xls**

Rename the following Sheets with the names supplied:-

Sheet1:                      Quiz  
Sheet2:                      Results

**Refer to DataSheet 2 for further instructions.**

# WorldSkills Jamaica National Skills Competition

Test Projects –IT/Software Application  
April 23 to 25, 2008

## DataSheet 2

### Multiple Choice Quiz

First Name:-

LastName:-

Blue

Light yellow

Gray - 25%

1. Which of the following is an input device?

- mouse
- speaker
- printer

2. Which of the following is an output device?

- microphone
- keyboard
- monitor

3. Give an example of a Word Processing application.

- Microsoft Excel
- Microsoft Word
- Microsoft Windows

4. Give an example of a Spreadsheet Processing application.

- Microsoft Excel
- Microsoft Word
- Microsoft Windows

Submit

Reset

# ***WorldSkills Jamaica National Skills Competition***

**Test Projects –IT/Software Application  
April 23 to 25, 2008**

# WorldSkills Jamaica National Skills Competition

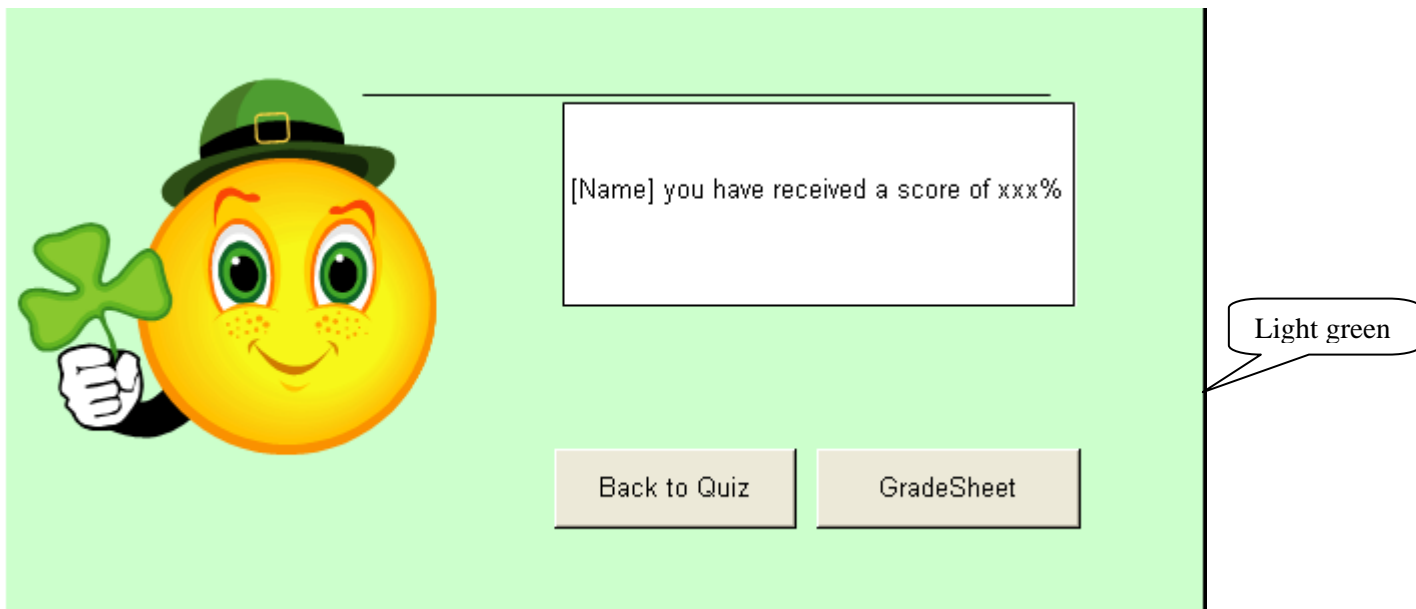
Test Projects –IT/Software Application  
April 23 to 25, 2008

## Instructions:

1. On the **Quiz** sheet insert a **Reset** button and assign a macro to it such that when one clicks on that button, the quiz is reset.
2. On the **Quiz** sheet, insert a **Submit** button that does the following when clicked:-
  - Displays the **Results** sheet with the message shown below, where "**xxx%**" represents the score received in the quiz and **[Name]** represents the full name of the competitor.

*Please note that the answers to the quiz are as follows:*

*1. (mouse) 2.(monitor) 3.(Microsoft Word) 4. (Microsoft Excel)*



# WorldSkills Jamaica National Skills Competition

Test Projects –IT/Software Application  
April 23 to 25, 2008

## SPREADSHEET PROCESSING REQUEST FORM 3

Pre-requisites:

### Action Required:

- New Spreadsheet                       Edit Spreadsheet     Data Entry  
 Import Data                               Macro

gradesheet.xls

### SPREADSHEET FORMATTING

Refer to DataSheet 3

### FORMULAS REQUIRED

### SPECIAL INSTRUCTIONS:

Open the file gradesheet.xls

**Refer to DataSheet 3 for further instructions**

# WorldSkills Jamaica National Skills Competition

Test Projects –IT/Software Application  
April 23 to 25, 2008

## DataSheet3

Below is a sample of the grade sheet given for this task.

GradeSheet									
Competitor	Practical				Theory				Overall Average
	1	2	3	4	1	2	3	4	
Brown, Steve	75	45	32	66	77	40	75	60	
Clarke, Michelle	80	78	55	70	84	55	78	83	
Peters, John	80	77	56	89	87	66	77	56	
Wittman, Brian	70	80	70	67	80	45	67	80	

1. On the **GradeSheet** sheet apply data validation such that:-

- All scores that are less than **50** are displayed in **red**.
- All scores that are greater than **80** are displayed in **blue**.

2. Calculate the **Overall Average** obtained by each competitor. This is determined as follows:-

- Compute the average of the Practical scores. 60% of this value contributes to the Overall Average.
- Compute the average of the Theory scores. 40% of this value contributes to the Overall Average.
- The sum of the output of both calculations above will determine the Overall Average.

### Note Further:-

- To compute the **average** of the Practical and Theory scores, the following criteria is applied:-
  - When calculating the average score for Practical, the lowest score acquired in the tests given (for the Practical) is ignored, as long as the lowest score is not less than 40. In other words, the lowest score is not included in the calculation of the average, as long as it is not less than 40. If the lowest score is less than 40, it is included in the calculation of the average.
  - The same applies to the calculation of the average for the Theory component.

3. Use a formula to determine the three highest scores and display them at the bottom of the Gradesheet as follows (where **xx** represents the highest score, **yy** the second highest score, and **zz** the third highest score):-

# WorldSkills Jamaica National Skills Competition

Test Projects –IT/Software Application  
April 23 to 25, 2008

Star – yellow  
Circle fill effect –  
blue and black

Tan, 14

Back to Quiz

Gray – 25%

Light yellow

**Top Three Scores**

1 XX      2 YY      3 ZZ

Total No. of Medallions = qq

4. Use a formula to calculate the number of medallions to be assigned in the competition. (This is represented above as **qq**). Please note that a competitor will receive a medallion if:-
- His/her **Overall Average** is greater than or equal to **80%** and he/she hasn't failed more than one test.

# **WorldSkills Jamaica National Skills Competition**

Test Projects –IT/Software Application  
April 23 to 25, 2008

WorldSkills Jamaica National Skills Competition  
**Software Applications**

## **Document Processing**

Time allotted: 2 hrs 30 Minutes

# WorldSkills Jamaica National Skills Competition

## DOCUMENT PROCESSING REQUEST FORM 1

Pre-requisites: none

### Action Required:

New Document  Edit Document

DOCUMENT TYPE:	FORMATTING:	AUTOMATION OF DOCUMENT
<input type="checkbox"/> Letter	<input checked="" type="checkbox"/> Portrait	<input checked="" type="checkbox"/> Macro
<input type="checkbox"/> Report	<input type="checkbox"/> Landscape	<input type="checkbox"/> Template
<input type="checkbox"/> Publicity Material	<input type="checkbox"/> Specific Margins	<input checked="" type="checkbox"/> Button
<input type="checkbox"/> Mail Merge	<input checked="" type="checkbox"/> Text font/attributes Arial 12 pt	
<input checked="" type="checkbox"/> Other memo		

FILENAMES:	PRINT DETAILS
Save documents as Tarja.doc Erkki.doc	No originals: 1 copy of the template 1 copy of memos for Tarji Rasi and Erkki Halonen
Save Template as: Memo.dot	
Import data from:	Special Instructions:

### SPECIAL INSTRUCTIONS:

Use Fillin, Bookmark, Cross reference and macro commands to create the memo shown in Data Sheet DP1. Data should be entered in the memo as the macro is run. Macro should apply **NORMAL.DOT** template.

Bookmarks/cross-referencing should be used to copy:

- ◆ the manager name from the "From" section to the end of the memo
- ◆ the remuneration total in the table to the second paragraph of the letter.

Create a button which automatically runs the macro. The button face should contain a picture of a gold star and the tool tip should display Memo

Demonstrate the use of the macro to an expert.

Use the macro to create memos, the details of which are set out in Data Sheet DP6B.

# WorldSkills Jamaica National Skills Competition

Test Projects –IT/Software Application  
April 23 to 25, 2008

DataSheet DP1

## MEMORANDUM

To: *FILLIN "Enter Name" (no default text)*  
From: *FILLIN "Enter Manager name" (default = Matti Tuomioja)*  
Date: *Date code (format = 13 May 2005)*  
Subject: **Salary Review**

← | Bookmark  
= *Name*

---

I am pleased to advise that the salary review for 2005 has now been completed.

Your new gross remuneration package is *Ref Total*. This is made up of:

↖ | Double line

Salary	<i>FILLIN "Salary Amount"</i>
Health Insurance	<i>FILLIN "Health Care Amount"</i>
Pension Scheme	<i>FILLIN "Pension Scheme Amount"</i>
<b>TOTAL REMUNERATION</b>	<u><i>SUM ABOVE</i></u> <u><i>(Format €##,##0.00)</i></u>

← | Bookmark =  
**Total**

We would like to take this opportunity to thank you for your contribution during the past year and look forward to your continued efforts in the future.

Yours sincerely

**REF NAME**  
**Area Manager**

# WorldSkills Jamaica National Skills Competition

Test Projects –IT/Software Application  
April 23 to 25, 2008

## DOCUMENT PROCESSING REQUEST FORM 2

Pre-requisites: -

### ACTION REQUIRED:

New Document  Edit Document

### DOCUMENT TYPE:

- Letter
- Report
- Publicity Material
- Mail Merge
- Other

### FORMATTING:

- Portrait A4
- Landscape
- Specific Margins  
*R=1cm L=1cm T=1cm  
B=1cm G=0.2cm*
- Text font/attributes

### AUTOMATION OF DOCUMENT:

- Macro *alterPrint*
- Template
- Icon

### FILENAMES:

Save document as:  
*liteSchedule.doc*  
Template:  
Import data from:

### PRINT DETAILS:

No originals:  
Special Instructions:  
*Print one copy of two schedules for "Yoong Tong"  
and "Jenna Lee" adjusting printing to use only one  
page scaled for A4 paper.*

### SPECIAL INSTRUCTIONS:

Create a schedule for Fuji WorldSkills Competition and 7<sup>th</sup> International Abilympics according to instructions and model **DATA SHEET DP2**;  
Insert Header and Footer according to model **DATA SHEET DP2**;  
Add a Fill-In field on this schedule to identify its owner;  
Create a macro named *alterPrint* to allow the user to fill-in the field created and after that print the document;  
Create and customize a toolbar named *Print* on this document according to model below:

# WorldSkills Jamaica National Skills Competition

Test Projects –IT/Software Application  
April 23 to 25, 2008



Assign the macro *alterPrint* to the button *Print Schedule*;

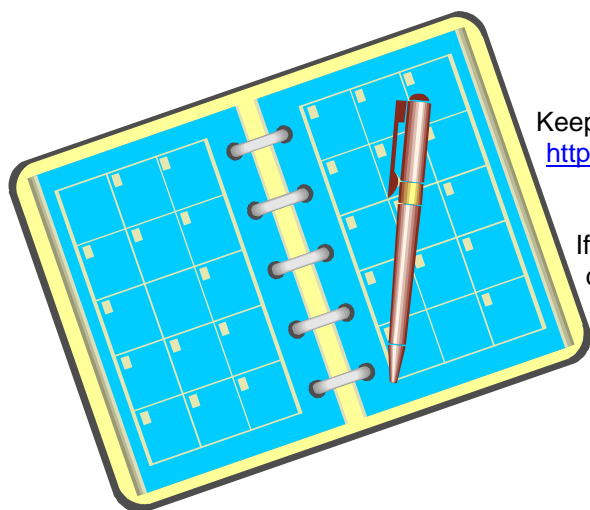
Protect document from formatting styles except for *Heading 1*, *Heading 2* and *Heading 3*. Apply this password ' !p@sSwoRd '.

# Official Schedule

Fill-In Field

THIS IS A SUMMARIZED SCHEDULE FOR EVERYBODY – SPECIALLY FOR YOU **OWNER NAME**

Date	Fuji WorldSkills Competition	7th International Abilympics	
8 Nov.	Thu	Arrival of Technical Delegate, Experts	
9 Nov.	Fri	Welcome reception	
10 Nov.	Sat		
11 Nov.	Sun	Arrival of Official Delegates, Team Leaders, Competitors, Official Observers and Observers	
12 Nov.	Mon	Welcome reception	Arrival
13 Nov.	Tue	Preparation of workstation	Registration
14 Nov.	Wed	<b>Opening Ceremony</b>	
15 Nov.	Thu		
16 Nov.	Fri		Abilympic Contests Demonstration
17 Nov.	Sat	<b>Competition</b>	
18 Nov.	Sun		Prize Distribution and Closing Ceremony
19 Nov.	Mon		Departure
20 Nov.	Tue	Excursion	
21 Nov.	Wed	General Assembly meeting <b>Closing Ceremony and Farewell Party</b>	
22 Nov.	Thu	Departure	



Keep your information about schedule updated by visiting:  
<http://www.skillsfestival2007.or.jp/en/schedule/index.html>

If you are student, there is a special discount for tickets to competition days, you can take a look in terms and conditions to better understand the reasons for this discount.

## International Skills Festival 2007

Instruction Needed

## DOCUMENT PROCESSING REQUEST FORM 3

Pre-requisites: none

### Action Required:

New Document

Edit Document

DOCUMENT TYPE:	FORMATTING:	AUTOMATION OF DOCUMENT
<input checked="" type="checkbox"/> Letter	<input checked="" type="checkbox"/> Portrait	<input type="checkbox"/> Macro
<input type="checkbox"/> Report	<input type="checkbox"/> Landscape	<input type="checkbox"/> Template
<input type="checkbox"/> Publicity Material	<input type="checkbox"/> Specific Margins	<input type="checkbox"/> Icon
<input checked="" type="checkbox"/> Mail Merge	<input checked="" type="checkbox"/> Text font/attributes Times New Roman 12	
<input type="checkbox"/> Other		

FILENAMES:	PRINT DETAILS
Save document as YourName_Memo.doc YourName_Labels.doc Template: Import data from: student.gif	No originals: Special Instructions:

### SPECIAL INSTRUCTIONS:

Create the memo as indicated on DataSheet 2 and merge it in accordance with guidelines given.



# MEMO

To: <<FirstName>> <<LastName>>  
 From: David Parker  
 Date: [Today's date]  
 Re: **Application Status**

Dear Applicant,

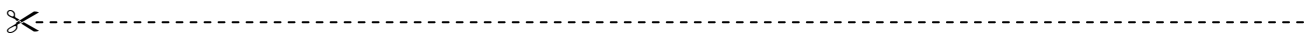
We have received your application to our Multimedia Development programme and it has been reviewed by our panel. This serves to advise you of the result.

*If Status is **Accepted**  
 then indicate:*

We are pleased to advise you that your application has been accepted and approved. Please visit our Admissions office as soon as possible to collect your acceptance package.

*If Status is **Rejected**  
 then indicate:*

We are sorry to advise you that we cannot offer you a place at this time. Please try again next year. We wish you all the best in your endeavours.



**Applicable to Accepted Applicants Only**

Name: <<FirstName>> <<LastName>>

I accept this offer.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Additional Instructions

1. Utilize the following data as your source data.

FirstName	LastName	Sex	Status
Mary	Wilks	F	Accepted
Tim	Parker	M	Rejected
Jon	Lewis	M	Accepted
Gary	James	M	Rejected
Sue	Wilson	F	Accepted
Jackie	Thompson	F	Accepted

2. Create the memo and merge the data such that memos are generated for all the **male applicants only**.

3. Save the merged document as **YourName.memo.doc**

---

4. Using mail merge, generate a **numbered list on one page**, of all the applicants, indicating their name, and status. The list should be sorted by last name. Save as **YourName\_Register.doc**

The format should be as follows:-

### **List of Applicants for ICT Diploma Programme, 2007**

No. <<LastName>>, <<FirstName>> <<Status>>

No. <<LastName>>, <<FirstName>> <<Status>> etc.

# Marking Scheme

---

## Spreadsheet Processing

<b>Spreadsheet: Request Form 1</b>	<b>Max score</b>	<b>Actual score</b>
Booking.xls saved, worksheets named and tabs colored correctly	1	
Font colour, fill colour, border lines and gridlines of Main sheet formatted correctly	1	
Delegate and Route worksheets imported correctly	1	
“Start booking” button works correctly	2	
“Clear” and “View Report” buttons work correctly	1	
Conditional formatting of Name and Total applied correctly	1	
If Delegate is not found, display Unknown and show the message given	2	
Fill ID number, Delegate Name, Number of Booking correctly in table below and Route ID correctly displayed in dropdown list	1	
When Route ID selected, Route Name and Price are displayed correctly	2	
Discount & total are calculated correctly	1	
Report sheet is calculated and formatted correctly; Show date and time correctly	1	
All formulas are hidden; Main worksheet protected. User only allowed to enter data in ID, Route ID	1	
	<b>15</b>	

## Spreadsheet: Request Form 2

	Max score	Actual Score
Sheets renamed: Sheet1 (Quiz); Sheet2 (Results)	1	
Gridlines removed	1	
Format of Quiz sheet: fill colours, layout	1	
Options buttons work properly; command buttons created	2	
Reset button works accurately	2	
Results sheet formatted correctly (layout, colours, image)	2	
When Submit button clicked, score is accurately calculated	2	
When Submit button clicked, message shown with score properly formatted	2	
When Submit button clicked, message is shown with name inserted	2	
<b>Back to Quiz</b> button created	1	
<b>Back to Quiz</b> button on Results sheet works accurately	1	
	<b>17</b>	

## Spreadsheet: Request Form 3

	Max score	Actual score
Data validation: Scores greater than 80 are displayed in blue	1	
Data validation: Scores less than 50 are displayed in red	1	
60% of Practical score contributes to Overall Average	1	
40% of Theory score contributes to Overall Average	1	
Lowest score ignored (for Practical and Theory) if score greater than 40	2	
Lowest score not ignored (for Practical and Theory) if score less than 40	2	
Overall Average calculated accurately	2	
Top Three Scores section properly formatted, shapes drawn, right colors etc.	2	
Highest score calculated accurately	1	
Second highest score calculated accurately	1	
Third highest score calculated accurately	1	
Number of medallions calculated accurately	3	
	<b>18</b>	

Total -- 50

# Marking Scheme

## Document Processing Request Form 1

	Max score	Actual score
Macro recorded named Memo	2	
All text on Template correct	1	
Fillin entered on to and from all accurate	2	
Default of Matti Tuomioja included in second Fillin code	1	
Date code inserted code with correct format	1	
Descriptions and Fillin entered for 'Salary', 'Health Insurance' and 'Pension Scheme'	2	
SumAbove code and format correct	2	
Total and name bookmarks added	2	
Cross-referencing used with bookmarks	2	
Button inserted with star graphic and tool tip included	1	
Memo button runs macro	1	
Tarja Rasi and Erkki Halonen memos printed and all information is correct	1	
memo.dot saved and printed	1	
	<b>19</b>	

<b>Document Processing Request Form 2</b>	Max score	Actual score
Document formatted (layout, margins, paper format) and saved as liteSchedule.doc	1	
Document printed according to special instructions	1	
Entire document typed and diagramed correctly	1	
Background edited, inserted and positioned according to model given	1	
Official Schedule autoshape inserted, typed, formatted and positioned correctly according to model	1	
Fill-In field inserted and formatted correctly	2	
WordArt International Skills Festival 2007 and Schedule image inserted, formatted and positioned correctly	1	
Toolbar created and formatted according to instructions	2	
Header and Footer inserted according to instructions	2	
Macro alterPrint created and works correctly according to instructions	2	
Document protected according to instructions	1	
	<b>15</b>	

### Document Processing Request Form 3

	Max score	Actual Score
Picture inserted within Memo	1	
Picture inserted within rectangle and formatted accurately	1	
Layout of main document (font, size, line, scissors, shading etc.)	1	
Today's date inserted automatically	1	
Fields in main document inserted as specified	1	
Paragraph inserted is dependent on Status	1	
Records merged for male applicants only	2	
Merged document saved as YourName.memo.doc	1	
<i>Second ques.:-</i> List numbered accurately	2	
Correct fields inserted in the order specified	1	
Fields inserted on one page	2	
List is sorted by last name	1	
Merged document saved as YourName_Labels.doc	1	
	<b>16</b>	

**Total = 50**

**Grand Total = 100**

#### **CIS scoring**

**All competitors will be scored using the Computer Information System (CIS) – (400 to 600 possible points)**

**500 – Medallion of excellence**

**Top three scores will receive gold, then silver, then bronze**