



COMPUTER APPLICATIONS

Category: Production & Objective Test

Type: Individual

Format Guide: <http://docdro.id/mPmLGgO>

Overview: Two (2) parts: a production test administered and proctored at a designated school-site prior to the RLC and SLC. A 60-minute objective test will be administered onsite at SLC. Competitors must participate in both parts to be eligible for an award at the SLC.

Production Test Competencies

- Create, Search, and Query Databases
- Spreadsheet Functions and Formulas
- Text Slide Graphics and Presentations
- Business Graphics
- Word Processing

Objective Test Competencies

- Basic Computer Terminology and Concepts
- Presentation, Publishing, and Multimedia Applications
- Email, Integrated and Collaboration Applications
- Netiquette and Legal Issues
- Spreadsheet and Database Applications
- Security
- Formatting, Grammar, Punctuation, Spelling, and Proofreading

Eligibility

- Each chapter may submit one entry. The first- and second-place regional winner will compete at the state level.
- Competitors must pay dues by March 1.

Timeline

Home-site Production

Test: 2 hours

Objective Test (SLC only): 1 hour

A panel of judges will select the winners; all decisions are final. The number of awards presented will be determined by the judges. The maximum number of awards will be three (3) at the regional level and five (5) at the state level.