

SkillsUSA 2012 Contest Projects

Technical Computer Applications

Click the “Print this Section” button above to automatically print the specifications for this contest. Make sure your printer is turned on before pressing the button.

Hello, contestants!

Welcome to the 2012 National Technical Computer Applications Contest. Over the next 3 days, you'll be tested on your ability to interact with your peers, bridge different pieces of software together, and interact with cloud technologies.

We've got some exciting and challenging tasks that you will be completing. If at any time you have questions, feel free to talk to one of us.

In order to participate in this contest, you'll need to get a few things setup before beginning. We've worked to make this part easy, so as soon as your ready, click the link below to get started.

-The TCA Technical Committee & Education Team

Let's get started »

Getting Started And the fun begins...

Email / Google Apps

A number of activities that you'll be asked to perform will involve email in some way, so the first thing you're going to need to get access to is your contestant email account. To get access to your account, you'll need to visit <http://mail.google.com/a/tcanationals.com>. Use the username and password provided to you when you sat down.

Moodle

The written test will be administered by a piece of open-source software called Moodle. In order to make sure we can get started as quickly as possible, you'll need to register for the course. To access Moodle, visit <http://home.tca.local/moodle/>. Login using the username and password provided, then click the TCA 2012 course and enroll in it.

Collaborate Why can't we be friends?

Scenerio

Over the summer, your school decided to create a new SkillsUSA Alumni Chapter. Your team has been asked to create a website using the latest technologies to connect with the community and communicate the mission of your chapter.

You and your team will be creating your website using HTML, CSS and Javascript. To provide a starting point, we're providing you a copy of Twitter's Bootstrap project - an open source framework for web sites. Before you begin the Codecademy section below, we'd recommend that you browse the Bootstrap site to get an idea of what kind of skills you'll need to work with it. To access the project, visit <http://home.tca.local/bootstrap/>.

Codecademy

In order to help you, we're going to have you complete some excercises on Codecademy. Codecademy is a site that teaches web technologies using an interactive environment and allows for hands-on experimentation. Please follow these directions to complete this section:

1. Register an account on <http://www.codecademy.com>. Use your @tcanationals.com email address and assigned password. Your username should be "2012TCAXXX" where XXX is your contestant number.
2. Complete the excercise on the main page, and the tutorial following that. Once you've completed that, choose any excercises you think will help you complete your team's website and complete them. You can do excercises in any skill area you'd like, but you must complete a **minimum** of 25 excercises.
3. Once you've completed the excercises, email headjudge@tcanationals.com with a link to your profile showing that you've completed 25+ excercises.

Website

You and the members of your team will need to create a website using Bootstrap with the following features/functions:

- Home page
- Video from YouTube, Vimeo, etc
- Interactive Google map
- Contact form, including validations
- Social networking buttons on each page (Facebook Like & Twitter Tweet buttons)
- Utilize at least 5 of the 12 Bootstrap Javascript plugins

Your team will need to publish your website on the TCA Web Server before presenting it. To publish to the server, you'll be using FTP. Each team member should publish a copy of the site under their own user account. To access the server, use the following information:

- Server: <ftp://home.tca.local/>
- Username: XXX (where XXX is your contestant number)
- Password: see sheet
- Web URL: <http://home.tca.local/users/XXX/>

We've provided a copy of of the FTP client FileZilla below. We recommend using it or a similar program to publish your site.

Presentation

You should have been assigned a time to present with your group. Keep in mind the following points when building your site:

- Each member of your team must present for 1-2 minutes, going over the parts of the site you were responsible for building.
- During your presentation, you should provide your reasons for choosing the feature you did, how it helps the flow of the site, and how it contributes to the ease of use of the site.

Downloads

Because you need more stuff!

FileZilla Client

- FileZilla 3.5.3 - Windows
- FileZilla 3.5.3 - Mac 10.6+

Google Chrome

- Google Chrome 19.0.1084 - Windows

Mozilla Firefox

- Mozilla Firefox 13.0.1 - Windows

OpenOffice.org

- OpenOffice.org 3.4.0 - Windows
- OpenOffice.org 3.4.0 - Mac 10.6+

Written Test Application

- Safe Exam Browser 1.8.2 - Windows
- Safe Exam Browser 1.5.2 - Mac 10.6+

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Web Site Design : SkillsUSA Alumni Website

Teacher Name: **Skills USA**

Group #: _____

CATEGORY	40	30	20	10
Content	The site has a well-stated clear purpose and theme that is carried out throughout the site.	The site has a clearly stated purpose and theme, but may have one or two elements that do not seem to be related to it.	The purpose and theme of the site is somewhat muddy or vague.	The site lacks a purpose and theme.
Layout	The Web site has an exceptionally attractive and usable layout. It is easy to locate all important elements. White space, graphic elements and/or alignment are used effectively to organize material.	The Web pages have an attractive and usable layout. It is easy to locate all important elements.	The Web pages have a usable layout, but may appear busy or boring. It is easy to locate most of the important elements.	The Web pages are cluttered looking or confusing. It is often difficult to locate important elements.
Spelling and Grammar	There are no errors in spelling, punctuation or grammar in the final draft of the Web site.	There are 1-3 errors in spelling, punctuation or grammar in the final draft of the Web site.	There are 4-5 errors in spelling, punctuation or grammar in the final draft of the Web site.	There are more than 5 errors in spelling, punctuation or grammar in the final draft of the Web site.
Graphics	Graphics are related to the theme/purpose of the site, are thoughtfully cropped, are of high quality and enhance reader interest or understanding.	Graphics are related to the theme/purpose of the site, are of good quality and enhance reader interest or understanding.	Graphics are related to the theme/purpose of the site, and are of good quality.	Graphics seem randomly chosen, are of low quality, OR distract the reader.
Cooperative Work	Partners show respect for one another's ideas, divide the work fairly, and show a commitment to quality work and support for each other.	Partners show respect for one another's ideas and divide the work fairly. There is commitment by some members toward quality work and support of one another.	Partners show respect for one another's ideas and divide the work fairly. There is little evidence of a commitment toward quality work in the group.	Partners argue or are disrespectful of other's ideas and input. Criticism is not constructive nor is support offered. The work is mostly done by one or two people.

Oral Presentation Rubric : TCA 2012 Colaboration Presentation

Teacher Name: **Skills USA**

Contestant #: _____

CATEGORY	10	8	6	4
Preparedness	Student is completely prepared and has obviously rehearsed.	Student seems pretty prepared but might have needed a couple more rehearsals.	The student is somewhat prepared, but it is clear that rehearsal was lacking.	Student does not seem at all prepared to present.
Speaks Clearly	Speaks clearly and distinctly all (100-95%) the time, and mispronounces no words.	Speaks clearly and distinctly all (100-95%) the time, but mispronounces one word.	Speaks clearly and distinctly most (94-85%) of the time. Mispronounces no more than one word.	Often mumbles or can not be understood OR mispronounces more than one word.
Posture and Eye Contact	Stands up straight, looks relaxed and confident. Establishes eye contact with everyone in the room during the	Stands up straight and establishes eye contact with everyone in the room during the presentation.	Sometimes stands up straight and establishes eye contact.	Slouches and/or does not look at people during the presentation.
Comprehension	Student is able to accurately answer almost all questions posed by classmates about the topic.	Student is able to accurately answer most questions posed by classmates about the topic.	Student is able to accurately answer a few questions posed by classmates about the topic.	Student is unable to accurately answer questions posed by classmates about the topic.
Content	Shows a full understanding of the topic.	Shows a good understanding of the topic.	Shows a good understanding of parts of the topic.	Does not seem to understand the topic very well.

Date Created: Jun 25, 2012 09:46 am (CDT)



2012 Technical Computer Applications

Introduction

When you go to work in the field within the area covered by this contest, you most likely will be involved in a “computer support” and/or management position. However, you will not be called on to “fix” the hardware. Most likely you will be working with various cloud programs and assisting other with user related issues or management related problems. That may mean that the user needs instruction on how to perform some function in a software program or following management protocols. It may mean that you need to diagnose a problem that is beyond the capability of the user. It may also mean that you need to create a “user friendly” method of performing some function over the cloud for the user so that they can perform their job requirements without having to call you each month to run a report. This contest is written within this framework.

On Tuesday morning, all contestants will do the written test first. After the written test, we suggest that you read the entire contest before you begin in order to get an overall perspective of what is to be expected of you. After the written test, continue in sequential order, the parts of the contest given in this document.

Scoring Criteria

Test Area	Points Possible
Written Test	100
Oral Presentation	50
Equipment Setup/Hardware	50
Software Suites	300
Google Apps	200
Operating System	100
Collaborative Solution	200
Total Points Available	1000
Penalties/Bonuses/Tie Breaks	
Clothing Penalty	-50
Resume Penalty	-50
SkillsUSA Knowledge Bowl	1
Written Test	1

Written Test

100 Points

You will receive an email link to the written test. This is a timed test. You will have one hour from the time you first open the test to complete the 100 questions. You may scroll through the questions, skip questions and come back later, etc. The one-hour timer ends when you submit your test to be graded or when the allotted time ends. If you reach your time limit, the test questions that you have answered will be submitted for grading, and those that have not been answered are considered incorrect. Therefore, if you do not know the answer to a particular question, it is to your benefit to make an educated guess.

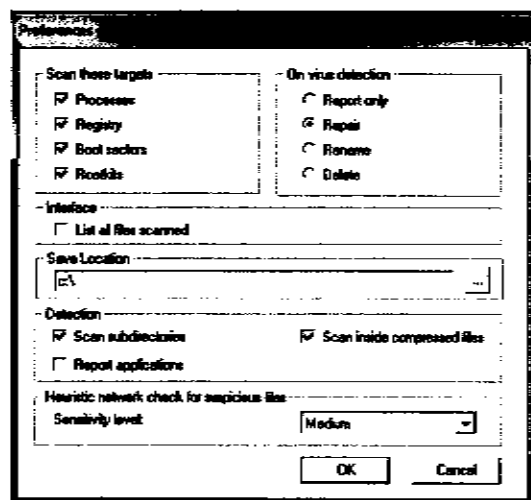
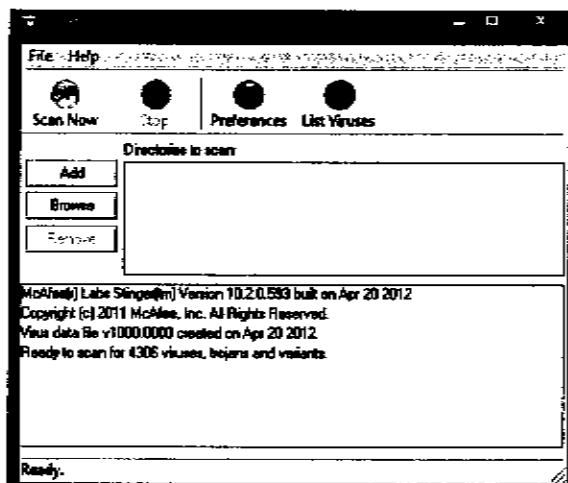
Equipment/Hardware/Software

50 Points

In order to insure the integrity of the contest, all contestants must successfully complete the activities on this sheet.

Part One:

1. Connect to the network using either a wired or wireless connection. If you use a wireless connection use the SSID and the password that was given to you.
2. Make sure you use a DHCP protocol connection to the network. Do not under any circumstances try to use both a wireless or wired connection at the same time. *No bridging of the connections is permitted. Failure to follow this network rule may result in your loss of points in your score for this contest.*
3. *Logon to the network, using the username and password that was given to you.*
4. Go to the network server and locate the folder called **SETUP-2012**. This folder contains all the files you need to setup your computer for the contest.
5. Open and install the program called "**stinger.exe**". Click on the preferences tab and select the options indicated in the picture below. Close the preference options window and select **SCAN NOW**. You may go on to the next step while your system is being scanned.



6. Minimize the *Stinger* program and open your **SETUP-2012** folder and open the file called "**MSKeyViewerPlus.exe**". Collect the following information
 - a. Product key for your current operating system _____
 - a. Product ID for your current operating system _____
 - b. The current service packet (SP) your OS _____
 - c. Your contestant number _____

7. After the *Stinger* has completed its operations, do a screen capture to show the results of your virus scan. Create a word processing file called *SETUPxxx*, where *xxx* is your contestant number.
8. Go to your *SETUP2012* folder, and locate the OPEN OFFICE 3.3 setup file for your system.
9. Open Office requires approximately 155 MB to install, and you must have full administrative rights to install this program on your computer. The files are already unpacked, accept the license (this is freeware) and use the following in the setup:
 - a. FIRST NAME: TCA
 - b. LAST NAME : Nationals
 - c. INITIALS: TCA
 - d. If it asks for a USERNAME, use *TCA###* where *###* indicates your contestant number.
 - e. ORGANIZATION: 2012 SKILLS-USA
 - f. Do a TYPICAL installation. **IMPORTANT: Do not set Open Office as the default application to open any of your Microsoft Office files. Select to create a start link on your desktop.**
 - g. The installation will take 2-4 minutes depending on your computer speed and available memory. If your computer has a firewall, either disable it or grant access for this program to modify your registry.
 - h. After the installation is complete, open your START bar and open any Open Office application. Below are the Open Office programs and their Microsoft equivalents:
 - i. Writer is like MS WORD equivalent.
 - ii. CALC is an Excel equivalent.
 - iii. IMPRESS is a PowerPoint equivalent.
 - iv. BASE is an Access equivalent.
 - i. Select, *I do not want to register as the last input.*
10. Always use the Google email client when you complete a section of the contest that requires an attachment file, and make sure you e-mail the head judge at (headjudge@tcnationals.com).
11. Email to the head judge your *SETUPxxx* file as an attachment.

Operating System

100 Points

Part One:

1. Verify that your computer is connected to the network by either a wireless connection or a NIC card to the 10/100 switch provided by the technical committee.
2. Your computer should have been set to automatically obtain an IP address:
 - a. **Create a Word document and determine and fill in the following information:**
 Indicate your Contestant # _____
 Your computer MAC address _____
 Whether you have a WLAN, LAN MAC address _____
 The IP address assigned to you _____
 The Subnet assigned to you _____
 The IPv4 assigned DHCP server _____
 The IPv4 assigned DNS server _____
 - b. Write down your current computer name _____
 - c. Change your computer name to *TCAxxx*, where *xxx* is your contestant number.

- d. **Ping** the DHCP server to check for connectivity of your computer and write down the access time.
- e. Save the file as **OS2012** and email it to the head judge, at the following email address: headjudge@tcnationals.com and indicate in the message section, you have completed the Operating system portion of the contest.

Part Two:

1. Create a word file, naming it **CLOUDxxx** where **xxx** is your contestant number. Answer the following question:
 - a. Compare the Windows OS and the Apple OS on how it is used and connects in “cloud computing” environment.
 - b. Define **SaaS** and its’ relationship to cloud computing.
 - c. Save your completed file and email it to the head judge, at the following email address: headjudge@tcnationals.com. In this email be sure to indicate that you have completed the OS section of the contest.

Oral Presentation

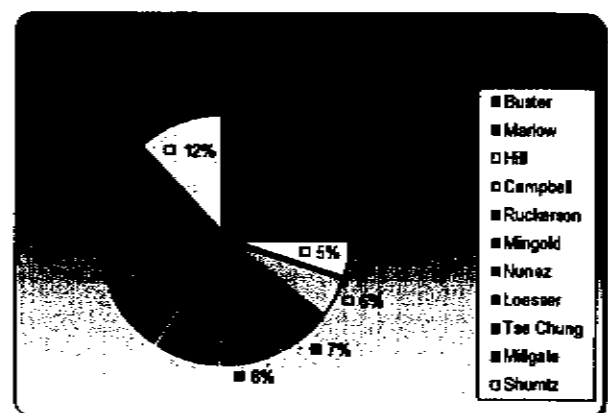
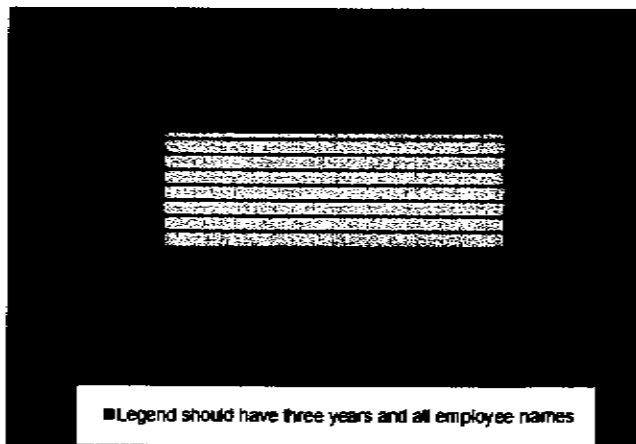
50 points

This section is already completed.

On Monday, you presented your portion of the collaborative group activity of the SkillsUSA alumni website. Your presentation of the collaborative group activity was scored as your Oral Presentation. Your score was evaluated using a rubric that measured your preparation, explanation and delivery of the web based plug-in used in your SkillsUSA alumni website.

2012 TCA- Spreadsheet Directions

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Creative Computer Company												
2	Analysis 2010 and 2012 Salary Increases												
3													
4													
5													
6													
7	Buster	Chuck	13	40,900.00	53,500.00								
8	Marlow	Bill	11	35,000.00	37,500.00								
9	Hill	William	5	17,000.00	18,000.00								
10	Campbell	Mary	3	17,500.00	21,200.00								
11	Ruckerson	Reggie	7	24,500.00	28,300.00								
12	Mingold	Tom	4	20,000.00	28,625.00								
13	Nunez	Pedro	8	25,750.00	29,345.00								
14	Loesser	Bret	9	34,500.00	35,200.00								
15	Tse Chung	Foo	4	23,125.00	26,300.00								
16	Millgate	Fritz	10	38,700.00	40,780.00								
17	Shumtz	Betty	12	38,000.00	40,550.00								
18													
19													
20	2012 RAISE is computed at 2.5% for employees with 10 or more years of service												
21	Employees with more than five years of service but less than 10 years of service, 2012 raise is computed at 3.25%												
22	Employees with five or less years receive a 3.75% raise.												
23													
24													
25	Directions:												
26	1. Create a worksheet as formatted above, using the data supplied by the technical committee. Name the worksheet tab, "Master Salary"												
27	2. Create the necessary formula to calculate the percentage of increase for 2010 for all employees in column F.												
28	3. Using the raise schedule above, place this data in column G.												
29	4. In column H, create the formulae needed to calculate the amount of increase or raise for employees in 2012.												
30	5. In column I, create the formulae to calculate the total salary for 2012.												
31	6. Using a formula, in Cells D18, E18, F18, G18, H18, AND I18 calculate the averages for these columns. (cells marked with xxxxx)												
32	7. Create a bar chart with the employees for 2010-2012, as indicated in the example below. Place the bar chart in another worksheet that is within this worksheet called "Employee Bar Chart". On this bar chart, there should be 3 bar graphs per employee for the years 2010-2012.												
33	8. Create a pie chart, using the 2012 data to show the salary percentage for each employee, as indicated in the example chart.												
34	Place this chart within this worksheet in a worksheet called "Salary Graph"												
35	9. Save your Excel file on your thumbdrive and hard drive as EXCEL2012, where 2012 is your contestant number.												
36	10. Turn in your work to the Judge.												
37													
38	11. Remember to email these files as an attachment to the headjudge@transnational.com .												



2012 TCA Contest Presentation Instructions for the SKILLSUSA

1. Create five slides for your presentation using any software using the following criteria:
2. Slide One: Use Slide layout style as *Title Slide*.

Text in the Title Area should be

"SkillsUSA: Preparing for Leadership in the World of Work."

Using the disk supplied insert the picture "VICA1".

Use a Vertical Shading for the slide background on all slides.

Animations:

Title should be: "Fly from any direction." *Animate automatically after 2 seconds*

Picture should : "Zoom in from screen center " *Animate automatically after 2 seconds*

Format picture to have a size of 5 x 4.05

3. Slide Two: Use Slide layout style as *Bulleted List*.

Text in the Title Area should be

"The SkillsUSA Pledge" (Font: New Times Roman size 34)

Text in the text box should be)

Upon my honor I pledge: (Font: Courier, size 32; Not bulleted)

- o To prepare myself by diligent study and ardent practice to become a worker whose services will be recognized as honorable by my employer and fellow workers.
- o To base my expectations of reward upon the solid foundation of service.
- o To honor and respect my vocation in such a way as to bring repute to myself.
- o And further to spare no effort in upholding the ideals of the SkillsUSA organization.

Animations:

Title should: "Fly from the left." *Animate automatically after 2 seconds*

Text box should : "Fly from the Top Left" *Animate automatically after 4 seconds*

4. Slide Three: Use Slide layout style as *Bulleted List*.

Text in the Title Area should be

"The SkillsUSA Emblem" (Font: New Times Roman size 34)

Insert a picture called "VICA2" *Format picture to have a size of 2.6 x 1.99*

Text in the text box should be)

The SkillsUSA Emblem: (Font: Arial, size 20; Bulleted)

- o The shield represents Patriotism
- o The gear represents the Industrial Society.
- o The torch represents Knowledge.
- o The orbital circles represent Technology
- o The hands represent the Individual.

Animations:

Title should: "Peek from the left." *Animate automatically after 2 seconds*

Picture should : "Zoom In" *Animate automatically after 3 seconds*

Text box should : "Fly from the Left" *Animate automatically after 4 seconds*

5. Slide Four: Using any layout to promote the National SkillsUSA Conference, create a slide with the following information about the National SkillsUSA Conference:

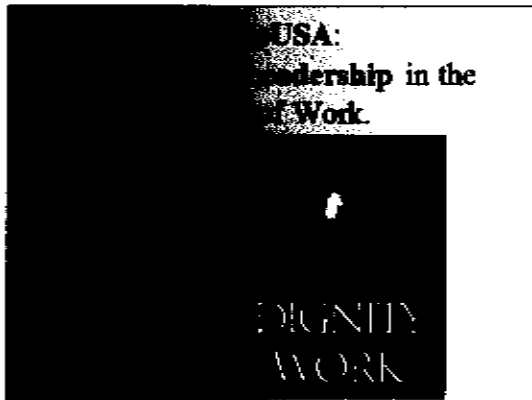
Date and Location and Number of people attending the conference

A link from the National site indicating the Hotels the state chapters are staying

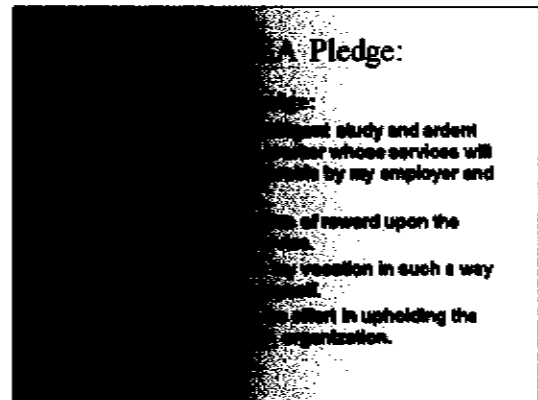
A short description from National SkillsUSA about the TCA contest

A short description on the activities for the week

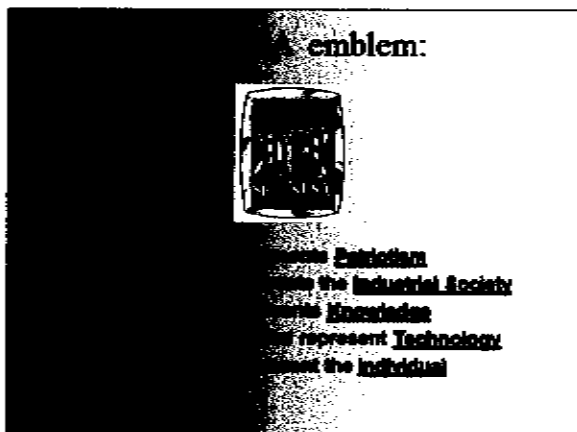
6. Slide Five: Using the SkillsUSA picture, create a hyperlink to the SkillsUSA National website (<http://www.skillsusa.org>). Insure that it is a workable link and that it opens your web browser and connects to this website. Your picture should be the same size as the one used on slide three.
7. Set the slide transitions for the slide show as follows:
 Effect: Stripes Right Up
 Advance automatically after 7 seconds for 1st slide and slides 2, 3 and 4 after 5 seconds.
 Sound: Any appropriate sound
8. Save your presentation as a webpage as TCAWEB####, where #### is your contestant number.
9. Save your slideshow as TCASHOW####, where #### is your contestant number on your USB thumb drive and email these files as an attachment to headindre@tcanational.com, and indicate that you have finished the presentation software.



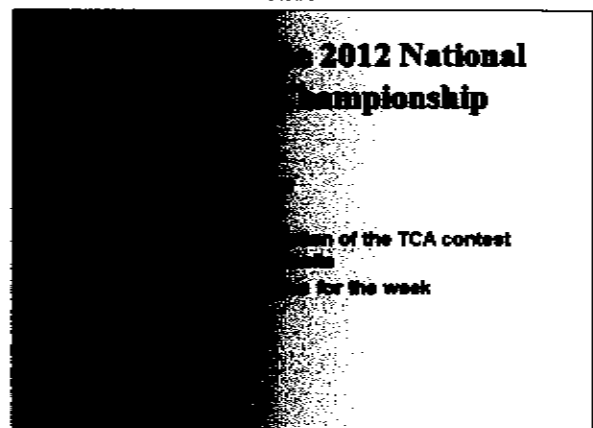
Slide 1



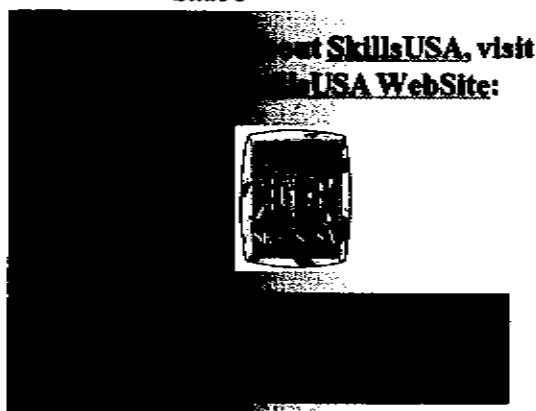
Slide 2



Slide 3



Slide 4



Slide 5

2012 SkillsUSA TCA Contest Instructions for Database Project

You may use any software to create a database and save it on your computer as **DBASExxx**, where xxx is your contestant number.

1. Create a table with the following 11 fields in the order given below: When creating this database, allow the database program to create a primary key and name it to **DBASExxx**, where xxx is your contestant number.
2. Surname
3. FirstName
4. LastName
5. Address
6. City
7. State
8. Zip Code: USE 5 digit code only for field
9. Career Center
10. Phone Number: USE Phone entry Style for field; (xxx)(xxx)(xxxx)
11. Career Program
12. Using the data report below, SkillsUSA Database, enter the field information for 11 SkillsUSA graduates. This is a database for the SkillsUSA Regional Alumni group.

Last Name	Surname	First Name	Address	City	State	Zip Code	Phone Number	Career Program	Career Center
Applegate	Miss	Mary	1868 Krawcow Lane	Buffalo	New York	14201	(716) 478-5781	Computer Systems	FDR Career Center
Brookside	Mr.	Wellington	5568 Dockway Dr.	Baltimore	Maryland	21208	(410) 564-7774	Culinary Arts	Dixie Teapot Tech
Crabapple	Mrs.	Linda	381 Berind Rd	Berlin Heights	Ohio	44814	(419) 335-6887	Landscape Design	EHOVE JVS
Finstone	Mr.	William	387 Cave City Lane	Bedrock	Nevada	89029	(702) 358-9878	Jewelry Making	Brickyard JVS
Miltz	Mr.	Dominic	77 Baist County Rd	Austin	Texas	78701	(210) 758-2258	Carpentry	Five Points Career Center
Palmer	Mrs.	Betsie	74 Shady Palm Dr.	Miami Lakes	Florida	33016	(409) 225-4589	Beach Management	Miami Lakes Tech
Roberts	Mr.	Vince	123 Decksides Dr.	Los Angeles	California	90005	(818) 348-2375	Computer Repair	Clay High School
Shiller	Mr.	Kuawani	37 Glorvise Dr.	Bangor	Maine	10012	(207) 258-7896	TV Production	New Oaks Tech Center
Smith	Mrs.	Sally	27 Robeck St.	Mansfield	Iowa	52241	(515) 526-1523	Cosmetology	Mansfield Career Center
Tell	Mr.	William	125 Bayside Ave.	Highland	Missouri	63775	(315) 333-5886	CAD Tech	Missou Tech
Weinstein	Ms.	Betty	347 Riverside Dr.	Winterhaven	Florida	33881	(352) 256-9871	Medical Laboratory	Pike County

13. Create a FORM with this database. Below is the criteria needed:

FORM Name: SkillsUSA Entry

STYLE: Any style

Layout: Columns

Fields to be used for form: ALL except Primary Key: TCASkillsUSANumber.

14. Create the following REPORTS from your database.

a. Report 1: General Report

1. Use all fields except Social Security Number and sort using the last name
2. Use a Tabular report and a Landscape layout
3. Style: Any Style
4. The name of the Report is: *Regional Alumni List*
5. Edit and adjust report to approximate the layout of the handout, *Regional Alumni List*.

b. Report 2: Mailing Label

1. Use an Avery 5096 Label (english).
 2. TEXT: ARIAL ; Font Size: 12, and a Font Weight::Normal
 3. Create an appropriate mailing label, including the Career Center name, place this under the person's name
 4. Sort labels using the ZipCode
 5. The name of the Label report is *SkillsUSA Alumni Mailing Label*
15. Close and exit your database. Make sure your database file has been saved and email this file as an attachment to the headjudge@tcnationals.com and indicate in the email you have completed the database section.

SkillsUSA TCA Contest Instructions for Word Processing Project

1. Review the Word Processing Example Document 1 on the next page and create the advertising letter with the following guidelines:
 - ✓ For this letter only, omit the all of the words, <<Surname>> <<First Name>> <<Last Name>> in the text body of the document. They will be used and inserted in step 2 of the Word portion of the contest.
 - ✓ Page format should be a one inch margin for all sides,(top, bottom, left and right)
 - ✓ Quatro -Computer Sales should have an 18 pt Arial font with a bold style
 - ✓ Providing Quality Products and Service slogan should have a 10 pt Arial and be bold and italic.
 - ✓ Company address should be an 11 pt Arial font with a bold style
 - ✓ The remaining text should be an 11 pt New Times Roman style and be double spaced.
 - ✓ The pictures can be found on the SkillsUSA reference disk with the file name TriComputers.jpg. Format picture to have a size of 1.5 x 2.05
 - ✓ Insert a picture named word-signature that contains the signature of Mary G. Feiganoski, above the name. Resize the the picture, so it properly fits in the space.
 - ✓ You may approximate the spacing for the rest of the text in the letter.
 - ✓ You will save the file as *WORD-1-###*, where ### is your contestant number on your thumb drive.
2. Create a mail merge document using the SkillsUSA database that you created in Access. Be sure to import all fields that were created. Insert the fields <<Surname>> <<First Name>> and <<Last Name>> into the document. Do NOT complete the mail merge with the database. Save the file as *WORD-2-###*, where ### is your contestant number. Your saved document will look like the *Word Example Document 1* on the previous page.
3. After step 2, complete the mail merge, and save the document as *WORD-3-###*, where ### is your contestant number
4. Transfer your three (3) Word files, email these files as an attachment to the headjudge@tcnationals.com and indicate in the email that you have completed the word processing section.

Layout of Example letter

Quatro-Computer Sales

Providing Quality Products and Service
3030 Main Street
Columbus, Ohio 42345-1389
614.555.2255 Fax 614.555.3338



April 27, 2012

Dear «Surname» «First_Name» «Last_Name»:

Greetings! - As a new corporate sponsor of the SkillsUSA organization, «First_Name» we want to introduce ourselves to you. - We are an established company that specializes in designing customized computer systems for education and business applications. - Additionally, «First_Name», we offer a wide range of customer support for our computer hardware, as well as, the software applications that we promote in our catalogue and website. - In our opinion, «First_Name», when you are having hardware or software issues, finding a solution is the foremost priority for you, the consumer. - There is no such thing as a "dumb" question, only an accurate and quick solution to the challenges you are encountering. -

To all SkillsUSA members, we are providing a 25 percent discount on all computer hardware, and a 10 percent discount on any computer software purchased before May 31, 2006. - «First_Name», please review the enclosed catalogue, and do not hesitate to call us to customize the right computer for you. - We expect to earn your business, and look forward to serving you. - «First_Name», please don't delay and miss out on this great opportunity. -

Sincerely,

Mary G. Feigonski

Mary G. Feigonski
Sales Representative

Example Document 1

Goggle Docs Form

200 Points

1. Using Google Docs, create a form in Google DOCS to collect the following information for a SKILLSUSA Alumni database. Save the file as Alumnixxx, where xxx is your contestant number.
2. This form should be able to collect data that can be transferred to a Google spreadsheet so a mailing list can be generated. You may use any style or layout for this form.
3. The form cells should have the following labels:
 - Surname
 - First Name
 - Last Name
 - Current Address
 - Current City
 - Current State and Zip Code
 - Telephone number
 - Year graduated from high school (create a drop down list of 2009, 2010, 2011, and 2012)
 - Career Tech program enrolled
 - Planning to attend SummerFest Picnic (drop down menu list, Yes or No)
4. Make sure that this form will generate a spreadsheet that can be used as a mailing list for the local SummerFest Picnic.
5. Enter in your form two people from your database project. The individuals are *Mrs. Linda Crabapple*, who graduated in 2010, and *Mr. William Tell* who graduated in 2011.
6. Save this file and share this form with the headjudge@tcnationals.com.

Collaborative Solutions

200 Points

The SkillsUSA Alumni webpage that you completed on Monday was scored and is completed. You do not have any additional activity to complete on this section.

Contest Evaluation

No Points, but we sure would appreciate your feedback

Log back into Moodle. Please complete the CONTESTANT SURVEY. We would like to have your feedback on the contest. Please be honest. We sincerely desire to continually improve the Technical Computer Applications Contest, and you telling us how you feel is the only way we can do that. We implement something new each year based on the input from this survey of the contestants.

Yes, we will know who wrote the comments. No, they will not be considered in the judging. As you know, most of the judging has already taken place throughout the day. I give you my pledge of honor that we will not even look at the survey results and associated comments until after all scores have been determined and turned in to the scorers table for final results. Therefore, I hope you feel free to be candid and honest with us.

Sincerely

The Education Team
The Technical Committee