

SkillsUSA 2014 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.



ADMINISTRATION



DOWNLOAD, SETUP, AND CONFIGURE UTORRENT - 25 POINTS

Download, Setup, and Configure uTorrent:

- Using uTorrent, download the appropriate VirtualBox application using one of these torrents:
 - VirtualBox-4.3.12-93733-Win.exe (Windows)
 - VirtualBox-4.3.12-93733-OSX.dmg (Mac OS X)
- Download [en_windows_7_professional_with_sp1_x86_dvd_u_677056.iso](#).
- Create a folder on the root of your system or C: drive titled "SkillsUSA-TCA-XXX" where XXX is your contestant ID.
- Move all downloaded files into that folder.

After all tasks are completed, contact your assigned Team Judge to score your module.

SUBMISSION STATUS

Submission status	No attempt
Grading status	Not graded
Due date	Saturday, 28 June 2014, 12:00 AM
Time remaining	1 day 8 hours

[Add submission](#)[Make changes to your submission](#)



ADMINISTRATION



INSTALL AND CONFIGURE ORACLE VIRTUALBOX - 25 POINTS

Install and Configure Oracle VirtualBox

VirtualBox is a power application that allows you to install multiple operating systems in a virtual environment on the same Host OS. Virtualization has become a powerful tool to improve the cost-effectiveness, flexibility, and reliability of IT infrastructures. There are many corporations and universities across the United States that run almost exclusively in a virtualized environment. The installation and configuration is a necessary component for the remaining domains in the TCA contest.

- Install the VirtualBox application utilizing all recommended defaults.
- VirtualBox will attempt to add additional network adapters to your machine. You must agree to the installation of the adapters, in order to properly install and configure the applications used in this contest.

Create a new Virtual machines with the following parameters:

- Name: Windows 7 - TCA - TCA-XXX (where "XXX" equal to your contestant ID)
- Type: Microsoft Windows
- Version: Windows 7

After all tasks have been completed, contact your assigned Team Judge to score your module.

SUBMISSION STATUS

Submission status	No attempt
Grading status	Not graded
Due date	Monday, 28 July 2014, 12:00 AM
Time remaining	31 days 8 hours

[Add submission](#)[Make changes to your submission](#)



ADMINISTRATION



INSTALL AND CONFIGURE A WINDOWS OPERATING SYSTEM (WINDOWS 7) - 50 POINTS

Install and Configure a Windows Operating System (Windows 7)

At various points in this contest, you may need to enter the Ctrl+Alt+Del command to get to the logon screen. To do so please enter the following keyboard commands:

- Windows OS: Host+Del (Right CTRL+Del)
- Max OS X: Host+Fn+Backspace (cmd+Fn+Backspace) or Host+Fn+Delete (cmd+Fn+delete)

Utilizing the newly created Virtual Machine in the previous exercise, complete the following:

1. Install Windows 7 from the .ISO file you saved to the root of your system or C: drive.
2. After installation you will need to change the network settings of the Windows 7 - TCA - TCA-XXX (where "XXX" is your contestant ID) Virtual Machine under Settings > Network > Adapter 1 to "Bridged Adapter".
3. Reboot the guest OS.

Verify Connectivity:

1. If asked to choose a network location type you must select "Work Network".

Add The Guest OS to the SUTCABK.COM domain:

1. Change the Windows 7 machine name to "WWTCAX00XXX" (where "XXX" is your contestant ID.)
2. Add the Windows 7 machine to the SUTCABK.COM domain using your contestant username and password.
3. Reboot the guest OS.
4. Logon to the domain using your contestant username and password.
5. Change your password.
6. Log-off

Map a Network Drive:

1. Logon to the domain using your contestant username and password.
2. Map a Network Drive to the S: drive letter and point it at the following folder "\\SUTCA1\TCA. Ensure that the network drive is set to reconnect at logon.
3. Create a new directory with the name of SKUTCAxxx where xxx is your contestant number.

Logon to your VirtualBox OS using RDP client:

1. Logon to your VirtualBox Windows 7 OS utilizing the built in Windows RDP (Remote Desktop Connection) client. You will be using this method to interact with your Windows 7 VM for the rest of the contest.

After all tasks are completed, contact your assigned Team Judge to score your module.

SUBMISSION STATUS

Submission status	No attempt
Grading status	Not graded
Due date	Monday, 28 July 2014, 12:00 AM
Time remaining	31 days 8 hours

Add submission

Make changes to your submission



ADMINISTRATION



INSTALL AND CONFIGURE MICROSOFT OFFICE - 25 POINTS

Install and Configure Microsoft Office:

Install and configure Microsoft Office on the Guest OS installation of Windows 7 within the VirtualBox environment. First download and install [VirtualCloneDrive](#), then download [Office 2013](#). Mount the Office 2013 image using Virtual Clone Drive, then install Office.

Use the following installation settings:

- Product key: YYTK3-P2NTQ-MX7KH-JRKCK-MG7T4
- Run all from My Computer
- Due to lack of Internet Connectivity within the module you will not be able to fully activate or update your Microsoft Office product.

After all tasks are completed, contact your assigned Team Judge to score your module.

SUBMISSION STATUS

Submission status	No attempt
Grading status	Not graded
Due date	Monday, 28 July 2014, 12:00 AM
Time remaining	31 days 8 hours

[Add submission](#)[Make changes to your submission](#)



ADMINISTRATION



CONFIGURE MICROSOFT OUTLOOK - 25 POINTS

Configure Microsoft Outlook

Configure Microsoft Outlook to connect to the TCA.local Microsoft Exchange 2010 server.

- When asked to create a profile, setup your profile name with the following naming convention:
 - TCA-XXX where "XXX" is your contestant ID.
- Manually configure server settings to connect to the SUTCA1.SUTCABK.com Microsoft Exchange Server (SUTCABK.com) Un-check the "Use Cached Exchange Mode" box.
- You will use your contest supplied Username if prompted to do so.
- You will use your contest supplied Password if prompted to do so (Note: You changed this in an earlier step)

After all tasks are completed, send an e-mail from Microsoft Outlook with "Configure Microsoft Outlook - TCA-XXX" (where "XXX" is your contestant ID) in the subject line and "Hello World" in the body of the e-mail to TCA_Judge@SUTCABK.com to score your module.

SUBMISSION STATUS

Submission status	No attempt
Grading status	Not graded
Due date	Monday, 28 July 2014, 12:00 AM
Time remaining	31 days 8 hours

[Add submission](#)[Make changes to your submission](#)



ADMINISTRATION



INSTALL AND CONFIGURE WORDPRESS - 50 POINTS

Install and Configure WordPress

The goal of this section to setup a WordPress blog on your local machine. There are 2 ways to accomplish this - a simplified installer which will install Apache, PHP and MySQL for you, and an advanced installer which will require you to install them yourself.

The simplified method is worth **25 points**. If you decide to manually setup the hosting software, that is worth an additional 25 points. We recommend that you start with the simplified method, and if time permits attempt the advanced method before notifying a judge.

Simple Method (25 points)

Install Apache, PHP and MySQL using [this installer](#). Download [this torrent](#) to get the wordpress-3.9.1.zip file you will need below.

Advanced Method (additional 25 points)

Install Apache, PHP, MySQL and WordPress. The files you will need can be found in [this torrent](#).

- Install the Microsoft Visual C++ 2012 Runtime (vcredist_x86.exe)
- [Download and Install the Microsoft Visual C++ 2010 Runtime](#).
- [Download and Install the .NET Framework 4.0](#).
- Extract and install Apache (httpd-2.4.9-win32-VC11.zip)
- Extract and install PHP (php-5.5.13-Win32-VC11-x86.zip)
- Configure Apache to support PHP
- Install and configure MySQL (mysql-installer-community-5.6.19.0.msi)

Both Methods

Install and configure WordPress using the wordpress-3.9.1.zip archive in the torrent. Once you have configured WordPress, publish a blog post with the title "Hello, World" and a short description of yourself.

After you publish the blog post, notify a judge.

SUBMISSION STATUS

Submission status	No attempt
Grading status	Not graded
Due date	Wednesday, 25 June 2014, 11:30 PM
Time remaining	Assignment is overdue by: 15 hours 33 mins

[Add submission](#)

Make changes to your submission

You are logged in as SkillsUSA Technical Computer
Applications: **CONTESTANT**(Return to my normal role)



ADMINISTRATION



CREATE AND SET DEFAULT SIGNATURES IN MICROSOFT OUTLOOK

Create and set default signatures in Microsoft Outlook:

Signature must utilize the following content, design standards, and format:

Signature must have the following content:

- Contestant ID
- Team Name
- Contest Name (Technical Computer Applications)
- Contestant e-mail address
- Current address (H Roe Bartle Hall)
- TCA 2014 Contest Web Address (use existing file share)
- [SkillsUSA Logo](#) from the TCA intranet site

Signatures must utilize the following design standards:

- Font Face: Bookman Old Style
- Font Weight: Bold
- Font Size: 13pt
- Web and e-mail addresses must be hyperlinked
- No Margins
- Single-Line Spacing
- SkillsUSA Logo must be resized appropriately

Your Default Signature format for "New messages" must be (brackets are meant to reference the content used):

[TCA-XXX] - Where XXX is your contestant ID.
[Team Name]
[Contest Name]
[Current Address]
[TCA 2014 Contest Web Address]
[SkillsUSA Logo]

Your Default Signature format for "Replies/forwards" must be (brackets are meant to reference the content used):

[TCA-XXX] - Where XXX is your contestant ID.
[Team Name]
[Contest Name]
[SkillsUSA Logo]

After all tasks have been completed, send an email to TCA_Judge@sutcabk.com. You will receive a reply back thanking you for your submission. Respond back with "You're Welcome" to be scored for this module.

GRADING SUMMARY

Submitted	0
Needs grading	0
Due date	Monday, 28 July 2014, 12:00 AM
Time remaining	31 days 8 hours

[View/grade all submissions](#)

SUBMISSION STATUS

Submission status	No attempt
Grading status	Not graded
Due date	Monday, 28 July 2014, 12:00 AM
Time remaining	31 days 8 hours

[Add submission](#)

[Make changes to your submission](#)



ADMINISTRATION



CREATE END-USER TRAINING DOCUMENTATION IN MICROSOFT WORD

Create End-User Training Documentation in Microsoft Word:

You have been asked to create user documentation for your organization on:

"How to create and add an e-mail message signature within Microsoft Outlook".

You will need to have a Header and Footer on each page with today's date and page number in the center separated by [space] [hyphen] [space]..

Documentation must contain a properly formatted cover page:

The cover page must have the following elements using the formatting standards below:

- [SkillsUSA Logo](#) (Centered and sized appropriately in the upper half of the page).
- Title of Documentation (Centered in the upper half of the page).
 - One line below the logo
 - Font-face: Tahoma
 - Font-Size: 30pt
- Contest Name (Technical Computer Applications).
 - One line below the Title.
 - Font-face: Tahoma
 - Font-size: 20pt
- Author's Name (TCA-XXX where "XXX" is your contestant ID).
 - One line below the contest name.
 - Font-face: Tahoma
 - Font-size: 20pt

Documentation must contain the following which should be covered step-by-step with appropriately cropped screenshots for each step. Screenshots must fit on a single page, and should be annotated to make the guide more user-friendly:

- Step 1: Create a signature
- Step 2: Inserting a signature automatically
- Step 3: Inserting a signature manually

Document must contain the following formatted standards on ALL pages:

Page Layout:

- Margins:
 - Top: 0.75
 - Bottom: 0.75
 - Left: 0.75
 - Right: 0.75
- Orientation - Portrait

Headings:

- Font-face: Tahoma
- Font-size: 28pt
- Alignment: Left

Document (Body) Text:

- Font-face: Tahoma
- Font-size: 10pt

Document Header:	◦ Alignment: Justified
◦ Page Number	Numbering:
◦ Date	◦ Numerical
Document Footer:	◦ Font-face: Tahoma
◦ Page Number	◦ Font-size: 10pt
◦ Date	Bullets:
	◦ Square
	◦ Font-size: 10pt

Documentation must contain the following required Informational Notes, Notational, and Keyboard Conventions (as appropriate):

When creating documentation, make sure to include the following formatting and reading aids.

- **Tip:** contains methods of performing a task faster or in a not-so-obvious way.
 - Example: **Tip:** You can use the Mail icon in the Control Panel to manage your Outlook accounts.

Important:

contains information essential to completing a task.

- Example: **Important:** You must log off your computer for changes to take effect.

Note:

contains supplemental information.

Example:

Contains an example of something described.

- Example: **Note:** Your Windows password must be at least 7 characters long.
- Characters or commands that you type or click should appear in bold type.
 - Example: "...Type 101 in the dialog box..."
- A plus sign (+) between two key names means that you must press those keys at the same time. A comma (,) between two or more key names means that you must press each of the keys consecutively, not together.
 - Example: "Press Alt + Tab" means that you hold down Alt while you press Tab.
 - Example: "Press Alt, F, X" means that you press and release each key in sequence. "Press Alt + W, L" means that you first press Alt and W at the same time, and then release them and press L. This would be the required formatting used in documentation.

Once you have completed your properly formatted documentation please email it to TCA_Judge@sutcabk.com to score your module.

GRADING SUMMARY

Participants	37
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Due date	Monday, 28 July 2014, 12:00 AM
Time remaining	31 days 8 hours

[View/grade all submissions](#)

SUBMISSION STATUS

Submission status	This assignment does not require you to submit anything online
Grading status	Not graded
Due date	Monday, 28 July 2014, 12:00 AM
Time remaining	31 days 8 hours



ADMINISTRATION



CREATE END-USER TRAINING DOCUMENTATION IN MICROSOFT WORD

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The cover page must have the following elements using the formatting standards below:

- [SkillsUSA Logo](#) (Centered and sized appropriately in the upper half of the page).
- Title of Documentation (Centered in the upper half of the page).
 - One line below the logo
 - Font-face: Tahoma
 - Font-Size: 30pt
- Contest Name (Technical Computer Applications).
 - One line below the Title.
 - Font-face: Tahoma
 - Font-size: 20pt
- Author's Name (TCA-XXX where "XXX" is your contestant ID).
 - One line below the contest name.
 - Font-face: Tahoma
 - Font-size: 20pt

Documentation must contain the following which should be covered step-by-step with appropriately cropped screenshots for each step. Screenshots must fit on a single page, and should be annotated to make the guide more user-friendly:

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Document Header:	◦ Alignment: Justified
◦ Page Number	Numbering:
◦ Date	◦ Numerical
Document Footer:	◦ Font-face: Tahoma
◦ Page Number	◦ Font-size: 10pt
◦ Date	Bullets:
	◦ Square
	◦ Font-size: 10pt

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Note:

contains supplemental information.

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Contains an example of something described.

- Example: **Note:** Your Windows password must be at least 7 characters long.
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 - Example: "Press Alt + Tab" means that you hold down Alt while you press Tab.
 - Example: "Press Alt, F, X" means that you press and release each key in sequence. "Press Alt + W, L" means that you first press Alt and W at the same time, and then release them and press L. This would be the required formatting used in documentation.

Once you have completed your properly formatted documentation please email it to TCA_Judge@sutcabk.com to score your module.

GRADING SUMMARY

Participants	37
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Due date	Monday, 28 July 2014, 12:00 AM
Time remaining	31 days 8 hours

[View/grade all submissions](#)

SUBMISSION STATUS

Submission status	This assignment does not require you to submit anything online
Grading status	Not graded
Due date	Monday, 28 July 2014, 12:00 AM
Time remaining	31 days 8 hours



ADMINISTRATION



CREATE AND CUSTOMIZE A MICROSOFT EXCEL DOCUMENT

Create and Customize a Microsoft Excel Document

Create a custom chart to represent the quarterly sales details for all employees for the past year using the data in the file which was e-mailed to your competition e-mail address. The name of the file attachment is comreport.

Follow the following objectives carefully and remember accuracy is very important.

1. Review the data and be sure to correct any spelling, grammar, formula issues, etc.
2. Use the data present to create a chart that compares the yearly sales totals for each employee.
3. Save the completed work as an Excel 2013 file format using the filename of SKUXXX_Excel.xlsx (**xxx = your competition number).

Submit this work to your judging team by e-mailing it as an attachment to TCA_Judge@sutcabk.com.

GRADING SUMMARY

Participants	37
Due date	Thursday, 26 June 2014, 12:00 AM
Time remaining	Assignment is due

[View/grade all submissions](#)

SUBMISSION STATUS

Submission status	This assignment does not require you to submit anything online
Grading status	Not graded
Due date	Thursday, 26 June 2014, 12:00 AM
Time remaining	The due date for this assignment has now passed



ADMINISTRATION



CREATE AND SEND CONTACT INFORMATION TO COLLEAGUES

Create and Send Contact Information to Colleagues:

Create a new contact in Microsoft Outlook with the following information (all fields listed below are required):

- Fullname - TCA-XXX where XXX is your contestant ID
- Company - Technical Computer Applications
- Job Title - Contestant

Internet

- E-mail - Your contestant e-mail address
- Web page address: home.tca.com

Phone numbers

- Business - 888-888-8XXX where XXX is your contestant ID
- Business Fax - 999-999-9XXX where XXX is your contestant ID

Once complete send an email with a .VCF file containing the contact information you just created to TCA_Judge@sutcabk.com

GRADING SUMMARY

Participants	37
Due date	Monday, 28 July 2014, 12:00 AM
Time remaining	31 days 8 hours

[View/grade all submissions](#)

SUBMISSION STATUS

Submission status	This assignment does not require you to submit anything online
Grading status	Not graded
Due date	Monday, 28 July 2014, 12:00 AM
Time remaining	31 days 8 hours



ADMINISTRATION



CREATE AND MANAGE CALENDAR APPOINTMENTS, REMINDERS, AND MEETING REQUESTS

Create and Manage Calendar Appointments, Reminders, and Meeting Requests:

Later in the competition, you will be asked to construct and present a collaborative presentation using PowerPoint. In order to facilitate the scheduling of these presentations, you will need to plan with you team a 15 minute time frame on Thursday, June 26th between 12:00PM and 3:00PM to schedule your presentation.

Once you have decided on a proposed meeting time your team leader will need to send a meeting request invitation with your proposed time frame to all fellow team members and TCA_Judge@sutcabk.com. The proposed presentation may or may not be approved depending on the availability of the presentation area.

To receive a score for this module the entire team must accept the meeting request.

GRADING SUMMARY

Participants	37
Due date	Monday, 28 July 2014, 12:00 AM
Time remaining	31 days 8 hours

[View/grade all submissions](#)

SUBMISSION STATUS

Submission status	This assignment does not require you to submit anything online
Grading status	Not graded
Due date	Monday, 28 July 2014, 12:00 AM
Time remaining	31 days 8 hours



ADMINISTRATION



CREATE AND CUSTOMIZE A NEW THEME IN MICROSOFT POWERPOINT

Create and Customize a New Theme in Microsoft PowerPoint

You will need to create a customized theme that you will apply to a Slide Master in the next module in the contest. Your new theme should have the following design elements and be applied to All Slides.

Create New Theme Colors:

- Text - RGB 13, 72, 129
- Hyperlink - RGB - 254, 0, 20
- Followed Hyperlink - RGB - 254, 0, 20
- You may leave all other Theme Colors in their default state.
- Save your New Theme Colors as TCA-XXX-ThemeColors where "XXX" is your contestant ID

Create New Theme Fonts:

- Heading font: Tahoma
- Body font: Tahoma
- Save your New Theme Colors as TCA-XXX-ThemeFonts where "XXX" is your contestant ID

Set [SkillsUSAPowerPointBG_2014.png](#) as the background for all slides.

Save your current theme as TCA-XXX-ThemeFinal, where "XXX" is your contestant ID.

After all tasks are completed, save a copy to your mapped drive, and email your theme to TCA_Judge@sutcabk.com.

GRADING SUMMARY


Participants	37
Due date	Saturday, 28 June 2014, 12:00 AM
Time remaining	1 day 8 hours

[View/grade all submissions](#)

SUBMISSION STATUS

Submission status	This assignment does not require you to submit anything online
Grading status	Not graded
Due date	Saturday, 28 June 2014, 12:00 AM
Time remaining	1 day 8 hours

You are logged in as SkillsUSA Technical Computer
Applications (Logout)

 Moodle Docs for this page



ADMINISTRATION



CREATE AND CUSTOMIZE A SLIDE MASTER IN MICROSOFT POWERPOINT

Create and Customize a Slide Master in Microsoft PowerPoint:

Create a slide master utilizing the theme you created in the previous module:

- Edit the "First level" bullet points to use "Filled Square Bullets"
- Edit the "Second level" bullet points to use " Arrow Bullets"
- Save the file as a PowerPoint template and title TCA-XXX-SlideMasterFinal (Where "XXX" is your contestant ID)

After all tasks are completed, send a copy of your template to TCA_Judge@sutcabk.com.

GRADING SUMMARY

Participants	37
Submitted	0
Needs grading	0
Due date	Thursday, 26 June 2014, 4:05 PM
Time remaining	59 mins 23 secs

[View/grade all submissions](#)

SUBMISSION STATUS

Submission status	No attempt
Grading status	Not graded
Due date	Thursday, 26 June 2014, 4:05 PM
Time remaining	59 mins 23 secs

[Add submission](#)

[Make changes to your submission](#)



ADMINISTRATION



INTERVIEW SKILLSUSA ALUMNI

Group Scenario:

Scenario:

Ken is high ranking member of the Skills USA Alumni Association and is looking to put on an event. He is not very tech-savvy and has asked for your help in planning and conducting the event. You must:

1. Interview Ken as a team at your appointed time and find out what type of event he is looking to put on.
2. Find out what his needs are.
3. Identify any special requirements that he may have.

With the information you have gathered from Ken, your team will assign each member a part of the specific need(s) that must be addressed. Then each member will create a written proposal on their specific need in Microsoft Office using the following guidelines:

The proposal must contain a properly formatted cover page:

The cover page must have the following elements using the formatting standards below:

- SkillsUSA Logo (Centered and sized appropriately in the upper half of the page).
- Identified needs (Centered in the upper half of the page).
 - One line below the logo
 - Font-face: Tahoma
 - Font-Size: 30pt
- Contest Name (Technical Computer Applications).
 - One line below the Title.
 - Font-face: Tahoma
 - Font-size: 20pt
- Author's Name (SKU-XXX where "XXX" is your contestant ID).
 - One line below the contest name.
 - Font-face: Tahoma
 - Font-size: 20pt

The proposal must have the following elements using the formatting standards below:

- Should be formatted in 12pt Tahoma.
- Identify the requirement you were assigned and state your solution.

After all tasks have been completed, send an email with the file attached to TCA_Judge@sutcabk.com.

GRADING SUMMARY

Participants	37
Due date	Friday, 4 July 2014, 5:30 AM
Time remaining	7 days 14 hours

[View/grade all submissions](#)

SUBMISSION STATUS

Submission status	This assignment does not require you to submit anything online
Grading status	Not graded
Due date	Friday, 4 July 2014, 5:30 AM
Time remaining	7 days 14 hours



ADMINISTRATION



GROUP PRESENTATION

Creating the Group Presentation:

Using the information you gathered in your discussions with Ken, create a 15-minute presentation with the PowerPoint template created in the previous module.

- Each member of the group is responsible for their part of the solution and public speaking portion of the presentation
- Once each section is complete, email it to the next member of your group to add their content.

Once everyone has added their content, the team leader must send a copy of the finalized PowerPoint presentation to TCA_Judge@sutcabk.com. Additionally, each team member must send a copy of their section of the PowerPoint presentation to TCA_Judge@sutcabk.com.

Conducting the Group Presentation:

Conduct the group presentation using the PowerPoint you created as a group in the previous step. Use the following guidelines:

- All members must be in the presentation area at their scheduled meeting time.
- Members must present the content portion of the presentation they created.
- Prepare to answer questions related to the presentation.
- Presentation must be at least 10 minutes but no more than 15 minutes.
- As a group remember:
 - Prepare
 - Speak clearly
 - Make eye contact
 - Know the material
 - Know the content

Good luck!

GRADING SUMMARY

Participants	37
Due date	Friday, 4 July 2014, 6:30 AM
Time remaining	7 days 15 hours

[View/grade all submissions](#)

SUBMISSION STATUS

Submission status	This assignment does not require you to submit anything online
Grading status	Not graded
Due date	Friday, 4 July 2014, 6:30 AM
Time remaining	7 days 15 hours

You are logged in as SkillsUSA Technical Computer
Applications (Logout)

 Moodle Docs for this page