



7th International Abilympics

Vocational Skills Contest

V8. Data Processing - Basic Course

1. Task

Contestants will input a series of data in the database of a personal computer, consisting of the following two categories:

Task 1: Data input

Task 2: Data correction

2. Allocated time

Task 1: 60 minutes

Task 2: 60 minutes

3. Instructions

- Any reference books/document may not be brought into the site.
- The organizer will determine the seating position at the site in advance.
- Any contestant who has troubles with the equipment used shall follow the instructions of the judge.

<Note>

Contestants who need special assistive technology/device (hardware and software) shall notify the secretariat in advance. In principle, such contestants should bring it into the contest site during the orientation session and install/attach it in the presence of judges.

No special consideration will be given if there is any trouble with installed/attached technology/device

4. How to present the completed work

When the allocated time has passed, each contestant's work for both Tasks 1 and 2 will be automatically stored in the hardware and floppy disk. Thus, contestants are not required to perform any particular operation for saving and/or presenting their work.

5. Specifications

The original dedicated software based on Microsoft Access will be used for the following categories of work.

(1) Data input

Contestants are requested to input the contents described in the cards to be provided on site in the data entry form screen. Each card's contents will consist of seven items, namely contestant's name in full, country/region, telephone number, e-mail address, and three questions and relevant answers.

(2) Data correction

Contestants are requested to check the data already input in the data correction form screen against the contents described in the cards to be provided on site, and to correct input errors on the data correction form screen. Each card's contents will consist of four items, namely customer code, commodity code, telephone number, and e-mail address.

6. Items to be provided on site

[1] Cards for Task 1

[2] Cards for Task 2

7. Items to be prepared on site

PC: Desktop PC

OS: Microsoft Windows XP Professional English version

AP: Microsoft Office (Access installed) English version

8. Evaluation criteria

Task 1: The total number of cards where relevant data is input correctly will be scored (One mark will be given to each card where data is input correctly).

Task 2: The total number of cards where relevant data is corrected properly will be scored (One mark will be given to each card where data is corrected properly).

Order of ranking: A contestant who scores higher total marks for Tasks 1 and 2 will be ranked higher. In case two or more contestants have the same score, the one who has a higher correct answer rate (total number of correctly processed cards / total number of processed cards) shall be ranked higher.

◆ Samples of cards used for the assigned Tasks 1 and 2

No. 1	
<u>Reader's Card</u>	
Name	Kiyoshi Sato
Country/Region	Japan
Phone	011-234-5678
E-mail	abcde@hokkaidobank.co.jp
How did you find this book?	
<input checked="" type="radio"/>	1 . I chose it myself at a bookstore.
<input type="radio"/>	2 . I found it in your book catalogue.
<input type="radio"/>	3 . A sales-clerk recommended it to me.
<input type="radio"/>	4 . My teacher recommended it to me.
<input type="radio"/>	5 . A friend recommended it to me.
<input type="radio"/>	6 . Others ()
How did you like this book?	
<input checked="" type="radio"/>	1 . Very interesting
<input type="radio"/>	2 . Interesting
<input type="radio"/>	3 . Not interesting
Would you like to receive or continue to receive our book catalogue?	
<input checked="" type="checkbox"/>	yes
<input type="checkbox"/>	no
Thank you.	

<u>Customer's Card</u>	No. 1
Customer Code	KS40MCO060
Commodity Code	ABC1234-WE0001D
Phone	011-234-5678
E-mail	abcde@hokkaidobank.co.jp

◆ Samples of data entry form screen and data correction form screen

The 'Data Entry' form screen features a blue title bar with a question mark and close button. The main area is light gray and contains a vertical list of input fields on the left, each with a label and a corresponding text box. The labels are: NO(A), Name (B), Country (E), City (G), Phone (I), E-mail (J), Question 1 (K), Question 2 (M), and Question 3 (O). To the right of these fields is a vertical scrollbar. At the bottom right, there are two buttons: 'Back (P)' and 'Next (N)'. The window has a standard Windows-style border.

The 'Data Correction' form screen features a blue title bar with a question mark and close button. The main area is light gray and contains a vertical list of input fields on the left, each with a label and a corresponding text box. The labels are: NO(A), Customer Code (B), Commodity Code (E), Phone (G), and E-mail (I). To the right of these fields is a vertical scrollbar. At the bottom right, there are two buttons: 'Back (P)' and 'Next (N)'. The window has a standard Windows-style border.