



7th International Abilympics

Vocational Skills Contest

V15. English Text Processing

1. Task

Create a 6-page document in Microsoft Word. Typing speed and accuracy as well as general Microsoft Word skills will be tested.

2. Allocated time

75 minutes

3. How to present the completed work

Contestants shall store their completed work on the computer's hard drive and print out 1 copy. Judges will assess work on-screen.

4. Instructions

- During the orientation session, contestants will receive a color copy of the document that they are required to reproduce and a set of instructions detailing fonts, sizes colors etc.
- The organizer will prepare the necessary software.
- 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.

<Note>

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

- The organizer will determine the seating position of each contestant.
- The schedule of the orientation session for checking the conditions of the computer will be given in advance.
- A contestant who has trouble with equipment used shall follow the instructions given by the chief judge.

5. Equipment to be prepared on site

OS	Microsoft Windows XP Professional
Application	Microsoft Office 2003

6. Evaluation criteria

The skills of each contestant will be assessed based on the final work produced.

Items to be evaluated	Maximum marks allotted
Typing Skills	50
Microsoft Word Skills	50
Total	100