

アビリンピック岡山 ワード・プロセッサ 競技課題 A

1. 競技内容

作品は、文書作成課題・英文課題の2種類です。

競技時間等は以下のとおりとし、競技に必要な技能については裏面に示しています。

- (1) 文書作成課題（制限時間 50 分）
課題で指示された設定・入力方法等に基づき、A 4 判用紙 2 枚に作成、保存します。
- (2) 英文課題（制限時間 50 分）
課題で指示された設定・入力方法等に基づき、A 4 判用紙 4 枚に作成、保存します。

2. 使用機器・使用ソフト

- (1) O S : Microsoft Windows 11
- (2) ソ フ ト : Microsoft Office LTSC Professional Plus 2021 (Word 2021)

3. 会場に準備されているもの（2 以外）

- (1) OA デスク
- (2) OA チェア
- (3) フラッシュメモリ（作品保存用）

4. 選手が持参するもの

- (1) 国語辞典・漢和辞典・英和辞典等の持込可
- (2) 電卓の持込可
- (3) 筆記用具
- (4) マウス・キーボード (PS/2、USB 対応) 及び書見台持込可

5. その他

- ・ 上記以外に必要な機器、ソフト等がある場合は、事前にご相談ください。
- ・ 大会当日の競技に係る制限時間は、文書作成課題が50分、英文課題が50分です。
制限時間に合わせた難易度（文字数等）の課題になります。

必要な技能

1. 文書の書式

- ☞ ページ設定
- ☞ ヘッダーとフッター
- ☞ 背景の設定

2. 文字の書式

- ☞ 文字飾り

3. 文字列の書式

- ☞ 文字列の書式設定

4. 段落の書式

- ☞ 段落の書式設定

5. 図形と画像の利用

- ☞ オートシェイプの挿入と設定
- ☞ テキストボックスの挿入と設定
- ☞ ワードアートの挿入と設定
- ☞ 図形・画像の挿入と編集

6. グラフ

- ☞ グラフオブジェクトの挿入と編集

7. 表の作成と罫線の利用

- ☞ 表の挿入と書式設定

8. データの保存

令和5年6月24日

社員各位

総務部支援課

スキルアップ講座のご案内

8月のスキルアップ講座を下記のとおり開催いたします。ご来店のお客様にご満足いただけるよう、日々精進しましょう。

定員に限りがありますので、お早めにお申し込みください。

記

- 申込開始日 7月3日（月）

※定員になり次第締め切ります。

- 概 要

講座内容	日程	時間	場所
表情筋トレーニング法	7日（月） 21日（月）	19：00～20：00	501 会議室
コミュニケーション技法	14日（月） 28日（月）		2F フリースペース
楽しく学ぶ色彩講座	4日（金）	14：00～15：00	802 会議室
Word 基礎	8日（火） 22日（火）	18：00～20：00	503 会議室

- 定 員 各講座 30 名
- 申 込 方 法 申込用紙にご記入のうえ、支援課まで提出してください。
- 問 合 せ 先 丘山（内線 178 まで）

以上

8月のスキルアップ講座

表情筋トレーニング法

在宅ワークやマスク着用などで、直接表情を見ながら話す機会が減り、顔の筋肉（表情筋）を動かすことも減っているのではないのでしょうか。

表情筋が衰える原因や表情筋を鍛えるメリット（効果）、鍛えるべきポイント、さらに表情筋のトレーニング方法を、専門家の先生に教えてもらいましょう。

コミュニケーション技法

人と人とのコミュニケーションを円滑に行うための基本技法を理解し、豊富な事例演習を通して効果的にコミュニケーションの実践方法を習得します。

- コミュニケーション検定
- 秘書検定
- サービス接客検定

楽しく学ぶ色彩講座

色には様々な特徴があり、理論や法則が明確に存在しています。

色は学ぶことができ、学ぶことでセンスがよくなり、大いに利用することができます。

- 色彩検定
- カラーコーディネーター検定

Word 基礎

Word は、Microsoft 社が開発・販売している「文書作成ソフト」のことです。

文書資料を作成するうえで便利な機能を数多く兼ね備えています。

文書作成をするときの基本的な操作について学習しましょう。

申込書

社員番号			
フリガナ			
氏名			
部署		内線番号	

今後開催してほしい講座はありますか？

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参加希望する日に○をつける	
表情筋トレーニング法	7日
	21日
コミュニケーション技法	14日
	28日
楽しく学ぶ色彩講座	4日
Word 基礎	8日
	22日

Future Possibilities created by ChatGPT

ChatGPT is an AI chat service with a language model specializing in dialogue developed by an artificial intelligence laboratory called OpenAI in San Francisco, USA. Due to its characteristics, it is sometimes described as "sentence creation AI" or "interactive AI".

OpenAI is a research institute founded at the end of 2015 by Sam Altman, Elon Musk, and others, and has received a \$10 billion investment from Microsoft in funding. Microsoft has already launched Bing AI, a service that combines ChatGPT, a search engine developed and provided by Microsoft, with Bing. In addition, from January 2023, Microsoft has also made Azure OpenAI Service, a cloud computing platform that incorporates technologies developed by OpenAI, including ChatGPT, generally available.

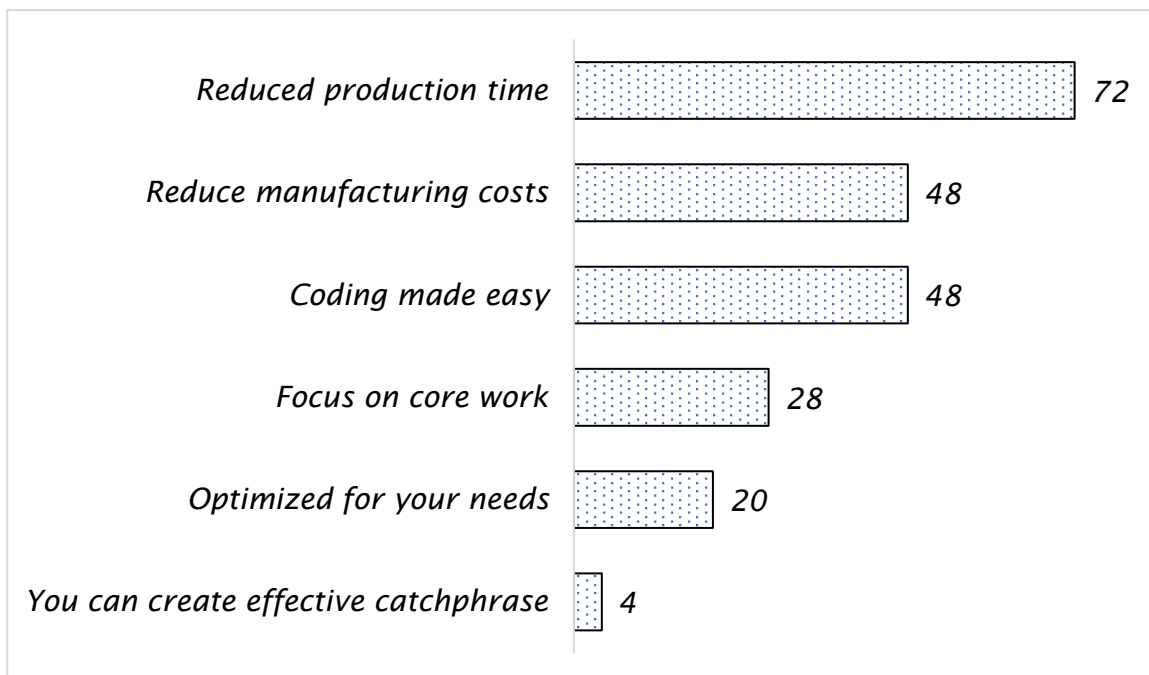
In this way, as ChatGPT attracts attention, Google has announced the development of an AI chat service called "Google Bard" ahead of schedule. Since ChatGPT and other sentence creation AI are considered to be new technologies that will become rivals to search, Google, whose core business is search, feels a sense of crisis, and it is like "Microsoft VS. Google".

❖ChatGPT example of business use❖

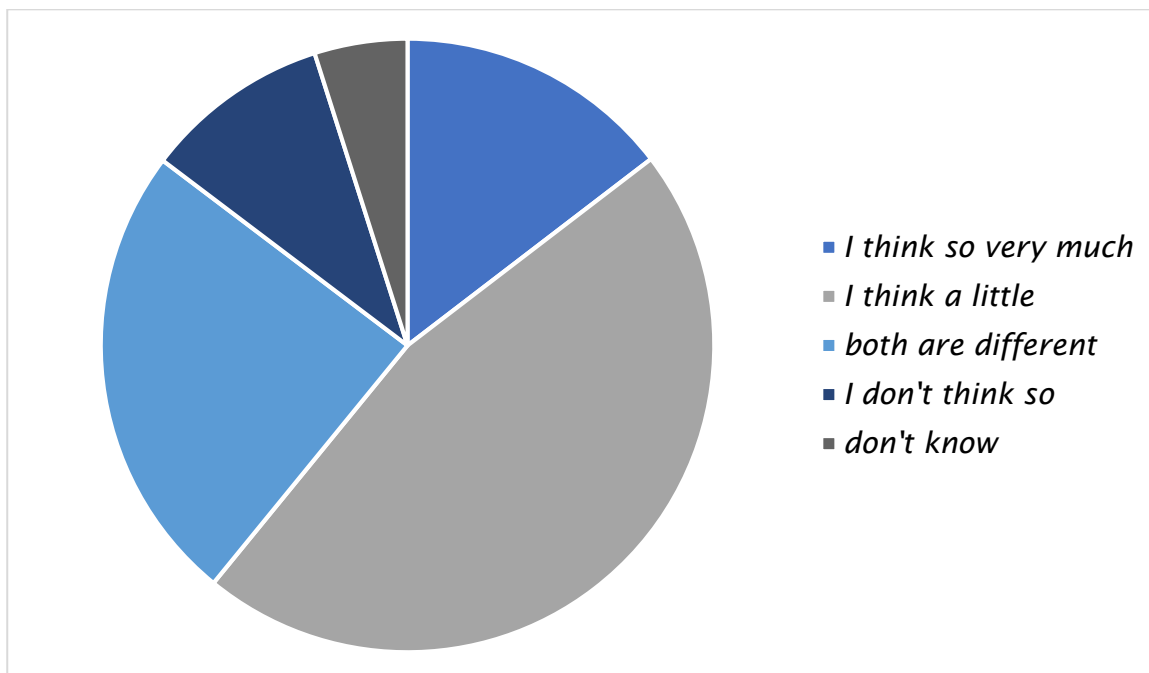
English document translation
Programming work support
Ideas for new projects
Email/chat text generation
Market research, competitor research, etc.



How ChatGPT Impacts the Design Industry



Please tell us why you would like to use ChatGPT for your web design work. (Multiple answers)



Interested in using ChatGPT for your web design work?

(<https://japan-design.jp/design-school>)



Please tell us the three
catchphrases of the
animation company



Automate text creation

The image above is the result of asking ChatGPT to come up with a catchphrase for an anime production company. It can also be useful when creating a fictitious corporate site with a portfolio. Since tasks such as creating fictitious catch phrases and fictitious lead sentences can be automated, the time spent thinking about sentences can be reduced.

We can cover areas that we have been relying on collaborators so far

You may be able to delegate the work that you used to do to ChatGPT, such as writers, copywriters, and editors, who have been working on text. Of course, for writing that requires a high level of expertise, it is necessary to enlist the cooperation of a professional expert, but I think that there are many simple texts input that can be solved using ChatGPT. In addition, from the reactions of SNS such as programmers, it seems that it can be expected that ChatGPT will partially automate coding and find errors in existing code, so if it is simple, it may be possible to create and modify code without going through a programmer or coder.

Can be used in conjunction with various tools

A number of services linked with ChatGPT are already available. In the future, it is quite possible that ChatGPT will link creative tools such as image / video editing and illustration creation.

In addition, ChatGPT has a strong relationship with Microsoft, but there are several extensions for Google Chrome that work with ChatGPT. Useful enhancements are available, such as "WebChatGPT" that reflects Google's latest search results and creates answers, "YouTube Summary" that summarizes YouTube videos in text, and "TweetGPT" that allows automatic posting and replying to Twitter. In this way, cooperation with other tools is also an element that makes you feel the potential of ChatGPT.

Change the way UI and UX design works

There is also an article that introduces ChatGPT as an AI chatbot service. Chatbot services have greatly changed website design and the nature of UI and UX, and the advent of ChatGPT may further strengthen this trend. If AI technology such as ChatGPT can solve most of the content that website visitors want, the elements necessary for the site and the UI and UX design related to them will change significantly. In website production, it will be important to have a perspective that also includes the use of AI chatbots in the future.

【Points to note when using ChatGPT】

1 Currently, mistakes and false answers may be created during the testing phase
ChatGPT is in the testing stage, and there are many cases where incorrect or false answers are created. I have the impression that especially for matters with little data, the content is often incorrect. Try asking about some of the companies you work with. For small and medium-sized companies with little information, I think the content is not accurate.

AI such as Siri and Alexa will answer "I don't know" if you don't understand something, but be aware that ChatGPT at this stage may respond by creating an appropriate sentence.

In the future, there is a possibility that similar creations will be generated, which may lead to copyright issues. Even if you use it to create an article, you will need to do fact check or copy and paste check and modify it yourself to some extent instead of diverting it as it is.



2 Usage information is provided to OpenAI as survey data
The user provides OpenAI with all of their personal information and questions. The note also reminds you not to share sensitive information in conversations.

3 Higher media literacy is required
ChatGPT uses its own database to create texts. Therefore, there are cases where answers that are not included in topical topics and databases are weak and inaccurate. In addition, the development of AI tends to be biased towards the data of white men, and problems such as "AI bias" and "algorithmic discrimination" regarding race, gender, religion, sexual orientation, gender identity, etc. have been frequently pointed out, and even if there is a sufficient amount of data, it is possible that the data will be biased. Although it is not limited to ChatGPT, it is necessary to carefully check the information obtained from AI for bias and ethical issues. From this point of view, it can be said that the high quality of the text created requires more advanced media literacy from users than ever before.

4 There is a possibility that there will be a charge in the future
Currently, ChatGPT offers a free version for data collection, but there is a possibility that it will be charged in the future. However, ChatGPT has already provided a paid version of the service called "ChatGPT Plus", and it is expected that the free version with some functions limited will continue to be provided for a while. The paid version of "ChatGPT Plus" adds features such as comfortable use even during peak usage times, faster response time, and early use of new features.

