

## 2008 NACTA Computer Applications Contest

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### Rules

1. This contest will evaluate fundamental knowledge of computers and computer nomenclature particularly with respect to personal computer hardware and software, and the World Wide Web. The contest will consist of two separate components: (1) a written exam and (2) applications which may require the contestant to demonstrate their proficiency in spreadsheets, word processing, electronic communication, PowerPoint, web design and the World Wide Web. One hour will be allowed for the written exam and three hours for the computer applications component.
2. The two and four year divisions will have identical contest material.
3. Each school may enter one team consisting of four members. All four members will be eligible for individual awards, but the Top 3 will be used for the team scores.
4.
  - a. Knowledge Exam: 100 multiple choice questions @ 1 point each = 100 points total.
  - b. Computer Applications: 4 Components @ 100 points each = 400 points total.
5. Team members can use any general reference books on computers and Microsoft Office to prepare for the contest. The contest coordinator will rely on information presented in Go! With Microsoft Office 2003 Brief Second Edition (ISBN 0-13-157358-6) by Ferrett, J. Preston, S. Preston, Foster-Turpen and Vargas as the basis for questions and applications problems. The above reference may not be all-inclusive but should provide a substantial guideline for training purposes.
6. The contest coordinator will provide contestants with necessary scan sheets. Books, notes, papers, etc. will NOT be allowed in the examination areas, contestants may only bring #2 pencils.
7. Scan sheets WITHOUT a team number bubbled in will be disregarded.

8. Dell computers running on Windows XP Professional with Microsoft Office Professional Plus 2007 and Microsoft Office Professional 2003 (without Outlook), and DreamWeaver 8 will be used for the applications component.
9. Contestants and their coaches will be allowed access to the computers the day before the contest from 5:00 pm to 7:00 pm to become acquainted with the equipment and the set up of the computer lab.
10. Announcements made during the contest will take precedence over written rules.
11. No cell phones, pagers, or conferring during the contest will be allowed. Contestants observed in violation of this WILL be eliminated from the competition.
12. Tie Breakers:
  - a. The contestant/team with the higher computer applications score will be awarded the higher placing.
  - b. The contestant/team with the higher score on the spreadsheet problem will be awarded the higher placing.
  - c. The contestant/team with the higher score on the web design problem will be awarded the higher placing.
13. Results are FINAL after they are announced!
14. Tabulation of the final scores and results will be copied and made available to each participating team at the end of the awards banquet.