NACTA 2013
Computer Applications

Date: April 4, 2013

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Rules:
1. This contest will evaluate fundamental knowledge and application of personal computing systems, particularly with respect to hardware, software, and networking components.
2. The contest will consist of two parts:
    a. Part I is a written exam consisting of fifty (50) multiple-choice questions.
    b. Part II is an applications problem consisting of a fictitious business scenario requiring the development of various supporting files and documents in five (5) application areas:
       •presentation graphics
       •word processing
       •spreadsheet
       •database
       •web design/development
3. Each contestant may take a combined time of up to four (4) hours for completion of the written exam and applications problem.
4. Each contestants individual score is calculated as follows:
    a. The written exam (Part I) is worth 100 points [fifty (50) questions @ 2 points each].
    b. The applications problem (Part II) is worth 400 points [the best four (4) scores of five (5) application areas @ 100 points each].
5. Announcements made during the contest take precedence over written rules.
6. Each school may enter one team consisting of four (4) members. All four members will be eligible for individual awards, but only the top three (3) individual scores will be used for the team score.
7. The contest coordinator will reference information presented in Microsoft Office 2010: Introductory and Microsoft Office 2010: Advanced, both by Gary B. Shelly and Misty E. Vermaat and published by Cengage Learning, as well as the applications' Help files in development of the applications problem in Part II of the exam.
8. In the event of a tie, the following order of precedence will be observed:
    a. The contestant/team with the higher database score will be awarded the higher placing.
    b. The contestant/team with the higher spreadsheet score will be awarded the higher placing.
    c. The contestant/team with the higher score will be awarded the higher placing.
    d. The contestant/team with the higher web design/development score will be awarded the higher placing.

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     e. The contestant/team with the higher presentation graphics score will be awarded the higher placing.

     f. The contestant/team with the higher written exam score will be awarded the higher placing.

9. The contest coordinator will provide contestants with necessary scan sheets. Scan sheets without a team number bubbled in will be disregarded.

10. Contestants may bring only #2 pencils. Books, notes, papers, etc. are not allowed in the examination areas. Cell phone or pager use, or conferring during the contest, will not be permitted. Contestants observed in violation of these rules will be eliminated from the competition.

11. Desktop computers running Microsoft Windows 7 Professional with Microsoft Office 2010 Professional will be used for the contest. Contestants and their coaches will be allowed access to the computers the day prior to the contest from 5:00 PM to 7:00 PM to become acquainted with the examination areas and equipment.

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