

## V29 Word Processing



### 1. Final Task Assignment

- Contestants will have 2 hours to reproduce perfectly the 4 pages of the following document using Microsoft Word.
- The numbers refer to the various formatting procedures to perform in order to obtain the final document.
- Contestants must make sure to save their document on the hard drive disk under the name "Bordeaux Wines" in 2 formats:
  - Word Document
  - PDF file
- Contestants will have 15 minutes to check the provided equipment for problems and/or to install their own personal assisting devices (mouse, keyboard...).
- Contestants will then be handed the document. They will have 15 minutes to read it, as well as the instructions.
- Contestants will begin the competition. They will have 2 hours to input and format the document. They will then print it and save it on the hard drive.
- The jury will not take into account any problem coming from the contestants' personal devices.
- Points will be deduced from the scoring scale if a part of the task is not completed.

### 2. Allocated time: 2h30

2 hours and 30 minutes of competition.

### 3. Procedure

**Day -1 (March 24<sup>th</sup>):** On the day before the competition, contestants will be welcomed on the contest stand by members of the jury. A briefing about the organization of the contest and about the security rules will be arranged. Due to the large number of registered contestants, the contest will be organized in 3 groups.

#### **Composition of the groups**

<b>Group 1: 6 contestants</b>	<b>Group 2: 6 contestants</b>	<b>Group 3: 6 contestants</b>
France, 2 contestants	China, 2 contestants	Australia, 2 contestants
Japan, 2 contestants	Philippines, 1 contestant	Kenya, 1 contestant
Malaysia, 1 contestant	Hong Kong, 1 contestant	Singapore, 1 contestant
Taiwan, 1 contestant	Korea, 1 contestant	Pakistan, 1 contestant
	Ghana, 1 contestant	Macau, 1 contestant

**Day 1 (March 25<sup>th</sup>):** Contestants from groups n°1 & 2 will have 2 hours and 30 minutes to complete the task.

**Day 2 (March 26<sup>th</sup>):** Contestants from group n°3 will have 2 hours and 30 minutes to complete the task.

### 4. Requirements

- Contestants will not have access to the Internet and may not use any equipment or software other than those provided by the organization.
- The jury will collect all electronic means of communication contestants may have (Cell phone, tablet computers...) at the beginning of the competition. They will be returned to their owners once the competition is finished.
- Any contestant caught cheating, talking to someone from the public or using a communication device will suffer a penalty of 5 points for the first transgression. A second transgression will lead to an exclusion from the contest.

<b>N°</b>	<b>5. Evaluation criteria</b>	<b>Scoring scale</b>
<b>Text input</b>		<b>40</b>
01	Text input page 1	10
02	Text input page 2	10
03	Text input page 3	10
04	Text input page 4	10
<b>Formatting and printing</b>		<b>8</b>
05	Page setting (margins/paper size)	2
06	Page border (presence/style/red)	2
07	Footer presence/format/page number)	2
08	Printing (paper & PDF)	2
<b>Page 1</b>		<b>12</b>
09	Autoshape (presence/position/effect)	2
10	Title (presence/Calibri/Italics/Dark Red/18)	2
11	Image 1 (presence/position)	1
12	Text body (Calibri/11/justified/single spacing)	2
13	Subtitle (Calibri/Dark Red/14/italics/spacing above: 6 pts)	2
14	Columns (presence/format)	2
15	Image 2 (presence/position)	1
<b>Page 2</b>		<b>10</b>
16	Text body (Calibri/11/justified/single spacing)	1
17	Subtitle (Calibri/Dark Red/14/italics/spacing above: 6 pts)	2
18	Table (presence/size/borders/font)	3
19	Graph (presence/format/font/title)	4
<b>Page 3</b>		<b>18</b>
20	Autoshape (presence/position/effect)	1
21	Title (presence/Calibri/Italics/Dark Red/18)	1
22	Image 1 (presence/position)	1
23	WordArt (presence/shape/Arial black/22/Dark Red)	2
24	Text body (Calibri/11/justified/single spacing)	1
25	Bullet points (presence/shape/position)	2
26	Drawing canvas	1
27	Text zones (presence/Calibri/9/borders)	3
28	Autoshapes (arrows/Dark Red/1pt)	2
29	Image 3 (presence/position)	2

30	Footer (presence/position/Calibri/9)	2
<b>Page 4</b>		<b>12</b>
31	Shape (presence/position/effect)	1
32	Title (Presence/Calibri/Italics/Dark Red/18)	1
33	Image 1 (Presence/position)	1
34	WordArt (presence/shape/Arial black/22/Dark Red)	2
35	Text body (Calibri/11/justified/single spacing)	1
36	Subtitle (Calibri/Dark Red/14/italics/border)	1
37	Bullet points (presence/shape/position)	1
38	Image 4 (Presence/Style/Position)	1
39	Image 5 (Presence/Style/Position)	1
40	Image 6 (Presence/Style/Position)	1
41	Image 7 (Presence/Style/Position)	1
<b>TOTAL POINTS</b>		<b>100</b>



**Abi wishes you a good competition!**