

第7回 若年者ものづくり競技大会
「オフィスソフトウェア・ソリューション」職種 競技課題概要

1. 課題

仮定の業務に対して、それを支援するアプリケーションやツール、テンプレートをオフィスソフトウェア（オフィススイーツ）を用いて設計・製作する。

■文書処理

- ・文書作成（フォントや装飾を含む）
- ・文書編集
- ・レイアウト（余白、段組み、フッター、ヘッダー等）
- ・図等のオブジェクトの挿入
- ・表計算ソフトからの差し込み
- ・マクロの作成
- ・テンプレートによる自動処理

■表計算処理

- ・シートへのデータの入力、修正と追加
- ・セル等の書式設定
- ・数式・関数を用いたさまざまな計算
- ・テーブルを用いた整列、抽出
- ・ピボットの利用
- ・グラフの作成
- ・複数のシートを用いた処理
- ・マクロの作成（VBA は使わない）
- ・入力フォームの作成
- ・要求された書式による印刷

■データベース

- ・テーブル作成と修正
- ・リレーションの設計
- ・データの入力、他のアプリケーションのデータからの読み込み
- ・入力フォーム作成
- ・クエリ作成
- ・データの並び替え、抽出などの処理（マクロによる処理含む）
- ・レポート作成

■プレゼンテーションデザイン

- ・簡単な図形の描画
- ・スライド作成
- ・図形、画像、ムービーの挿入
- ・アニメーションの作成
- ・スライドマスター、テンプレートの作成

2. 下見と事前課題

競技日前日の開会式後、使用機器の確認のための「下見」と、当日課題の準備のための「事前課題」を行うので、選手は必ず出席し作業を行うこと。

(1) 下見 : 8月7日(競技前日) 14:00～14:30

- ・使用機器の立ち上げ、終了操作の確認
- ・キーボード・マウス・ディスプレイおよび机、いすの確認
- ・USBメモリの動作確認
- ・ファイルサーバ接続および書き込み読み込み制限の確認
- ・プリンタ接続の確認
- ・その他作業環境に関わること

(2) 事前課題 : 8月7日(競技前日) 14:30～15:30

プロフェッショナルとして各自の環境を整え、最善の作業を行うための作業である。

今年度より新たに設けたものである。翌日の課題(1)～(4)の全体を通してのデザインの統一を行うため、そのガイドラインの理解とカスタマイズ等の準備の時間である。

この事前課題で作成した内容やカスタマイズを翌日の競技に使用することは可能である。(推奨する)

作成した内容やカスタマイズの設定ファイル等は、競技場所から持ち出すことはできない。また、翌日の競技日に新たに他の場所で作成したものを持ち込むこともできない。

なお、この事前課題の作業内容を、直接採点することはない。また、そこでのカスタマイズ等を行わなくても競技日の個々の課題の製作において、デザインガイドに沿ったものが製作されれば、この作業を行ってなくても問題ない。

3. 評価の内容・基準

競技日当日の成果物のみに対して、以下の観点で採点が行われる。

- ・受託業務における依頼者からのITを活用した業務改善の要求に対して、具体的な解決機能(ソリューション)を実行できるテンプレート、ツール、アプリケーションが実行できているかどうか。
- ・前日配布のデザインガイドラインに沿った内容となっているか。
- ・利用者が使い易いインターフェースが工夫されているか、また利用者の間違いが起きにくいインターフェースが作られているか。
- ・要求された処理手順が自動で確実に実行されるか。また、そのテスト作業が完全に行われているか。
- ・マルチメディア等ICTを活用が適切な個所で、適切に実行されているか。
- ・さまざまなメディアへの出力が考慮されているか。
- ・業務での利用を想定し、情報の共有、協同作業を意識したものになっているか。
- ・納期である制限時間内に作成されているか。

各課題ごとの配点は、以下のとおりとする。

(1) 文書処理	25点
(2) 表計算処理	30点
(3) データベース	30点
(4) プレゼンテーションデザイン	15点

4. 競技時間

(1) 文書処理	(60分)
(2) 表計算処理	(60分)
(3) データベース	(60分)
(4) プレゼンテーションデザイン	(40分)

3. 競技予定

8時45分～ 9時00分：	注意事項、使用機器等の点検・確認
9時00分～ 9時15分：	競技(1) 文書処理課題説明および思考時間
9時15分～10時15分：	競技(1) 文書処理作業
10時15分～10時30分：	休憩
10時30分～10時45分：	競技(2) 表計算処理課題説明および思考時間
10時45分～11時45分：	競技(2) 表計算作業
12時00分～13時00分：	休憩(昼食)
13時00分～13時15分：	競技(3) データベース課題説明および思考時間
13時15分～14時15分：	競技(3) データベース作業
14時15分～14時30分：	休憩
14時30分～14時45分：	競技(4) プレゼンテーションデザイン課題説明および思考時間
14時45分～15時25分：	競技(4) プレゼンテーションデザイン作業
15時30分：	競技終了

※各思考時間においては、パーソナルコンピュータのモニタの電源を **OFF** にし、パーソナルコンピュータでの作業は行えない。ただし、課題用紙を熟読し、パーソナルコンピュータを用いない書き込みなどの準備作業は可能である。

※機器トラブルなどが生じた選手については、競技時間の延長を認める。そのための予備の時間が昼食前と競技終了前に用意しているがここには記述されていない。

4. 使用機材

1) パーソナルコンピュータ 1 式：

- ・ CPU Core i7 2.8GHz/4G 相当以上、メモリ 2GB 以上、HDD 空領域 10GB 以上
- ・ OS Windows 7 Professional
- ・ アプリケーションソフトウェア

Microsoft Office Professional 2010 (Word, Excel, Access, Power point)

- ・ キーボード、マウス、19 インチ以上液晶モニタ

2) A4 カラーレーザプリンタ (ネットワーク接続)

3) USB メモリ

4) 共有ファイルサーバ

5. 注意事項

- ・各競技課題は当日配布される。
- ・参考書、マニュアルやデータ資料などの持ち込みは認められない。
- ・必要な機材などはすべて用意されたものを使用する。与えられた以外のアプリケーションソフトウェアを独自にインストールして使用することはできない。ただし、用意されたものをカスタマイズして使用することは、その範囲ではない。
- ・インターネットを利用できる環境は、準備されない。
- ・機材やソフトウェアの確認を前日の下見時間に必ず行っておくこと。
- ・プリンタは共有であるので、各自の選手番号と氏名をフッタに入力して印刷する方法を各アプリケーションごとに学習しておくこと。
- ・課題の配布および提出は、共有ファイルサーバで行う。

以上

オフィスソフトウェア・ソリューションの課題についての説明

本職種に関しては、World Skills International（技能五輪国際大会、以下 WSI）に準じて課題を出題することになっています。WSI では、先のロンドン大会から競技名も変更となり、オフィススイーツの操作技能ではなく、業務における IT 化のソリューションをオフィスツールを用いて解決することが求められるようになりました。すなわち、要求に対する設計が重視され、詳細な操作技能は評価されません。

具体的な WSI の課題は、添付の通りです。

(1)Style Guide

競技前日に提供され、選手は、すべてのソリューションを通して、この仕様でインターフェースなどを作成することになります。今回の大会でもこの方針で行います。とくに今回は、前日の作業時間にカスタマイズを行って、それを保存しておくことも可能です。

(2)Test Project

実際の競技課題です。4 日間の内容ですから、本競技会では、より基本的な内容を考えています。

Style Guidelines

WSC2011_TP09_style_guide_actual_EN

Submitted by: WorldSkills International External Writer

Name: WorldSkills International

Member Country:

INTRODUCTION

The Independent Society of International Soccer (ISIS™) has announced that a new World Soccer Tournament will start in 2011. It will be called the Nations Soccer Cup (NSC®). The event, held annually, and hosted by a different member country of ISIS™, is the final challenge for soccer clubs to demonstrate their skills and to find the best of the best. 16 soccer clubs, 8 clubs from the host country and the 8 best international soccer clubs (selected by existing competitions) will take part.

The tournament will consist of two phases. The group phase, where the two top clubs from the three matches played in each of four groups advance to the knock-out phase. These eight teams play in the quarter-finals where the losing clubs are eliminated leaving four teams to play in the semi-finals. The two losing teams in this match play against each other to decide the third and fourth positions. The two winning teams play against each other to decide the tournament winner and the second position.

GENERAL ASPECTS

Steve & Steph Consultants have worked with a designer and ISIS™ to identify what are the requirements for the office framework that will be developed. Ensure all components comply in the following areas:

- Color scheme
- Borders and shading
- Font usage
- General design and logo use
- Grouping of elements (into logical categories)
- Use of appropriate controls (e.g. combo boxes to display lookup values from database)
- Use/placement of navigation/operation buttons
- Layout/alignment of elements (labels, inputs, etc)
- Overall professionalism
 - o must be clear
 - o precise
 - o concise
 - o attractive
 - o avoid user errors and inform them about denied or wrong operations
 - o easy-to-use

LAYOUT AND DESIGN SPECIFICATIONS

You will be free to develop a formal artistic design pattern for the office management soccer system requested, but some points are listed to help you with planning and creating the required deliverables:

- ISIS™, as a modern organization, aims for practicality and efficiency in all of its processes. They ask you to provide technological facilities based on a concept of simplicity. The end users of your solutions must be able to understand and use them easily, based on their previous knowledge of software's usage and IT solutions.
- Always when representing the acronyms for Independent Society of International Soccer or Nations Soccer Cup in a text, label or heading, remember to use the corresponding TM/® identification using superscript font formatting.
- Artistic elements are welcome, but be careful with excessive effects. The use of shapes, lines or other elements should be attractive.
- Documents, forms, reports and presentations content should not crowd the margins and other elements. The giving and receiving of clear information is the most important aspect of your work. ISIS™ IT infrastructure has a resource limitation, screen resolution is limited to 1024x768px. Avoid the creation of resources that extrapolate the screen limits. The use of horizontal scrollbars is not liked by users.

- Apply the same logic scheme to all documents, spreadsheets, presentations and applications so that the user will be able to handle and understand the content easily.
- If the deliverable instructions do not specify a format or diagramming style, create/develop it using this document as a guide.

PAGE SET UP, MARGINS, FONTS AND FONT SIZES

When the document does not specify the page setup, margins, font or font-size, please, follow the approved options supplied by the ISIS™ office:

- For page set up
 - A4 paper
 - Header edge with 1.20cm
 - Footer edge with 1.27cm
 - Margins
 - Top: 3cm Left: 2.5cm
 - Right: 3 cm Bottom: 2.5cm
- For Heading 1 or titles without heading style
 - Use Impact normal, 18pt
- For Heading 2 or sub title without heading style
 - Use Impact normal, 14pt
- For paragraphs or sentences
 - Use Arial normal, 12pt
- For MS Access forms and reports
 - headings - use Impact between 12pt and 20pt, normal or bold
 - table column, labels, instructions, help texts - use Arial bold, 12pt
- For list items without numbering
 - Use the following sequence for list levels:
 - 1st level (•) square, 2nd level (○) circle (not filled), 3rd level (●) circle solid and 4th level (-) hyphen
- For documents without margin specifications
 - Use 2cm for all margins

Logos

For exclusive ISIS™ official documents, the logo must follow the rules described below:

In cover pages of documents, reports or presentations, the ISIS™ must be placed at left top position or centered. Other document/report pages or other publications must have the ISIS™ logo either in the header or right side of the footer.

Be careful with the use of different versions of the logo. When you have a white background, use the _original version. Over black background, use the _white version, and over artistic effects, images or colored shapes, use the _white_with_border version.





For NSC® official stamped documents, the logo must follow the rules described below:

This is always a colored logo, if it is going to be placed over an artistic effect or colored background, it is necessary to fill the logo background with white color. No other effects or colors should cross the inner part of NSC® logo.

Every time you use the NSC® logo, the ISIS™ must be put with it at least once.

NAMING CONVENTIONS

You are expected to demonstrate professionalism in the names you choose for all objects/files you create. Decide on a naming convention and ensure that you adhere to it throughout the project for consistency. The naming convention you adopt must clearly identify the purpose of all objects/files not only for you as the initial developer, but for all others who will maintain and modify the project at a later stage. This will form part of the documentation for the project.

OFFICIAL COLORS



RGB: 0,51,153



RGB: 0,0,255

Gradient RGB limit: 148,148,255



RGB: 255,255,0

Gradient RGB limit: 248,248,150



RGB: 0,154,61

Gradient RGB limit: 78,190,122



RGB: 255,0,0

Gradient RGB limit: 255,76,76

DRAWINGS, ICONS, IMAGES, SOUNDS AND VIDEOS

It is expected that you will create a solution with a unique identity for the client. Inside the folder **.../artfiles**, you will find a collection of files to help you to create the deliverables requested, but it is not a limitation, you are able to draw, innovate and surprise them with your creativity.

MANUALS/ORIENTATION GUIDES

You need to be ready to help users by developing quick manuals or small orientation guides when requested. You must decide what will be the easiest way to help them. Establish a pattern of 'help' documentation and follow this pattern for all clients' requests. You are not going to be requested to write long descriptions/explanations or theoretical basis for procedures. Only describe the steps necessary to execute/perform the required action using: small help texts, arrows and shapes, print screens or diagrams. Organize all manual/orientation guides in a specific folder named **.../Helps and manuals** identifying the purpose of that file in the file name.

Test Project

WSC2011_TP09_actual_EN

Submitted by: WorldSkills International External Writer

Name: WorldSkills International

Member Country:

CONTENTS

This Test Project proposal consists of the following documentation/files:

WSC2011_TP09_actual_EN.doc

WSC2011_TP09_style_guide_actual_EN.doc (style guideline orientations)

WSC2011_TP09_log_book_actual_EN.doc (datafiles' logbook)

INTRODUCTION

The Independent Society of International Soccer (ISIS™) has announced that a new World Soccer Tournament will start in 2011. It will be called the Nations Soccer Cup (NSC®). The event, held annually, and hosted by a different member country of ISIS™, is the final challenge for soccer clubs to demonstrate their skills and to find the best of the best. 16 soccer clubs, 8 clubs from the host country and the 8 best international soccer clubs (selected by existing competitions) will take part.

The tournament will consist of two phases. The group phase, where the two top clubs from the three matches played in each of four groups advance to the knock-out phase. These eight teams play in the quarter-finals where the losing clubs are eliminated leaving four teams to play in the semi-finals. The two losing teams in this match play against each other to decide the third and fourth positions. The two winning teams play against each other to decide the tournament winner and the second position.

DESCRIPTION OF PROJECT AND TASKS

Steve and Steph Consultants have been selected to provide the ISIS™ NSC® office management soccer system. As a member of their project team you have been asked to provide the following functions:

Clubs	Maintain details of all clubs and players
	Document templates for office use
	Enable filtering and printing of club's rosters and staff lists
	Enable the exporting of club's rosters to ISIS™ NSC® web site
Office	Document templates for office use
	Manuals for training staff to handle the documents, spreadsheets and databases
	Documents to assist in the management of the tournament.
Tournament	Maintain all significant data related to NSC®
	Automated Tournament table for fans
	Enable ticket' sale and keep track of audience and financial funds involved
	A dashboard for ISIS™ to track the NSC® funds
	Badges for clubs and staff
Volunteers	Maintain volunteers details for all events
	Presentation and manual for training volunteers
	Certificates for volunteers

INSTRUCTIONS TO THE COMPETITOR

You will be asked to plan, create and develop solutions. Everything you create/develop must follow the Style Guidelines provided by ISIS™.

Sometimes, wireframes, drafts and examples are provided by the client to help you to develop the deliverables.

The Test Project is divided into sessions of 2 hours execution. After each one a few of deliverables will be requested.

SESSION 1 – DAY 1

The Project Manager of Steve and Steph Consultants has specified the following deliverables for session one of the project. Your work will be available for use in subsequent sessions. You will also be provided with the functional version for the coming sessions. You may choose to use your own or the working version.

Deliverables		
ID	Name	Description
1.1	ISIS™ Letter template	Create a template to be used for all letters sent from the ISIS™ central office.
1.2	NSC® A4 template	Create a template to be used for all official documents by the NSC® office located in the member country.
1.3	Creation of ribbon	Create a ribbon to assist users.
1.4	Database – NSC® tournament management	Create a database for NSC® tournament management.
1.5	Charts for ISIS™ managers	Develop a dashboard from given data.

1.1 ISIS™ Letter template

Create a template to be used for all letters sent from the ISIS™ central office. Do not use colours..

- Paper size: Letter
- Margins
 - Left and right = 2.15cm
 - Top and bottom = 2.25cm
- ISIS™ information and address for header/footer:

Title: *Independent Society of International Soccer™ - England 2011*

Address: *ISIS® Headquarters*

International Office Center, P.O. Box 95,

3080 Zurich, Switzerland

Tel: 41-1/348 1525

Fax: 41-1/3485152

- Insert a very light grey watermark identifying the document as “Official paper”.
- Insert “page number/number pages” right aligned in page footer.
- Save the template file in a folder named **WinWord_Templates**.
- Save a copy as a .pdf.

NSC® A4 template

Create a template to be used on all official documents related exclusively to NSC® central office in the UK.

You are asked to give a sports style to this document, remember to obey the style guideline instructions.

- Paper size :A4
- Margins:
 - Left and right = 2.05cm
 - Top and bottom = 2.15cm
 - Header = 1.10cm
- NSC® information and address for header/footer:

Title: National Soccer Cup® - England 2011

Slogan: The final challenge is here!

Address: NSC® Central Office

ExCel Exhibition Centre (#09)

Royal Victoria Dock

London

E16 1XL

+44 (0)20 99696009

- Insert “page number - number of pages” right aligned in page footer.
- Save a copy as a .pdf file identifying the A4 format on its filename.

1.2 Creation of ribbon

- Create a ribbon for NSC® office computers. It must contain three groups of commands according to the following instructions:

Save / Undo	Auto Shapes / Images	Page Setup / Print Preview and Print
Actions	Arts	Revision

This ribbon must be named as ISIS™ and users must be able to install it on their own computers at the NSC® office. Create a manual to help users add this feature to their Office suite.

- Store the template file in a folder named **WinWord_Templates** with the ribbon installation file and the installation manual.
- Save a copy as a .pdf file.

1.3 Database - NSC® tournament management

Create a new database file for the management of the tournament.

- Import base tables from *db_isis_draft_file.accdb*.
- Physically relate the foreign keys
 - The text foreign keys must be updated automatically when the source table is updated.
- Correct any fields that do not obey the rules.

Field Name [table]	Field Type	Set up / Rules
All foreign keys [all tables]	Number or Text	Set up <i>lookup fields</i> for them. Those fields must display a list of the relevant data instead of ID numbers or text codes.
createdOn [all tables]	Date/Time	General date It must register the current date and time of record insertion.
lastUpdate [all tables]	Date/Time	General date
firstName [all tables]	Text	Required field
stadiumName and audienceLimit [stadiums]	Text and Number	Required fields For audienceLimit field, there is a rule to allow only stadia that have at least 35,000 seats. Inform the user of this rule, when they try to enter incompatible data.
country_iso [members] and ID_Member [all related tables]	Text	Restrict field size to 3 characters only. ISO code must always be upper case (Capital letters).

- Insert a new tournament for 2011 on England.
- You are requested to create the *club roster* table. There should be only one record for each player but the user should be able to find all the details of his playing career. The player is able to play for different clubs in different tournaments using different numbers.
- Some data for this database application already exists in the **data** folder. Import all data provided by NSC®.

Tables to be completed:

- Members
 - Clubs
 - Stadiums
 - Players
 - Clubs roster
 - Referees
- Create a report to print all clubs rosters for the current NSC® tournament according to the draft below:

Clubs Roster for Tournament *2011			
Club name: WSC2011A			
	Players full name	Playing Position	Player Number
	Goalkeeper name	GK	1
	Centre Fullback name	DF	3
	Left Fullback name	DF	2
	Good Striker name	FW	6
		Total players	4
Club name: WSC2011B			
	Players full name	Playing Position	Player Number
	Right Fullback name	DF	15
	Right Fullback2 name	DF	7
		Total players	2

* The user must state the year of the NSC[®] tournament to be filtered before printing. This title is dynamic, according to users' tournament year input.

1.4 Charts for ISISTM managers

A set of data of sponsors' revenues, from 2000 to 2010, needs to be compiled and analysed. Develop a dashboard as follows:

- The data is available inside the *sponsors_revenues2000-2010.xlsx* file.
- The dashboard must contain the following information:
 - A rank of revenues from 2000-2009, classified by year, contributions type and their revenues.
 - **Chart A**—A revenue histogram from 2000-2009 in column format.
 - Show the exponential tendency of revenues.
 - Display a revenue target line that shows 255,000 as the target for each year.
 - **Chart B** – A 3D area chart which compares the revenues of each contribution type of all continents, ordering the continents from lowest to highest total revenues.
 - Enable filtering by continents.
 - Include the data table to help the user understand the chart.
 - **Chart C** – A 3D pie chart which compares the totals of contribution types, allowing the user to filter the data by year.
 - The title of this chart must show the following information: “Contributions type comparison from: <year filtered>”.
 - Display data label inside the pies. Users must be able to read the values easily.
 - **Chart D** – Stacked area chart to compare the countries contributions per contributions type.
 - Each contribution type must be represented by its percentage (from 0% to 100%). Use a 25% gridline interval, to improve the user comprehension of the displayed data.

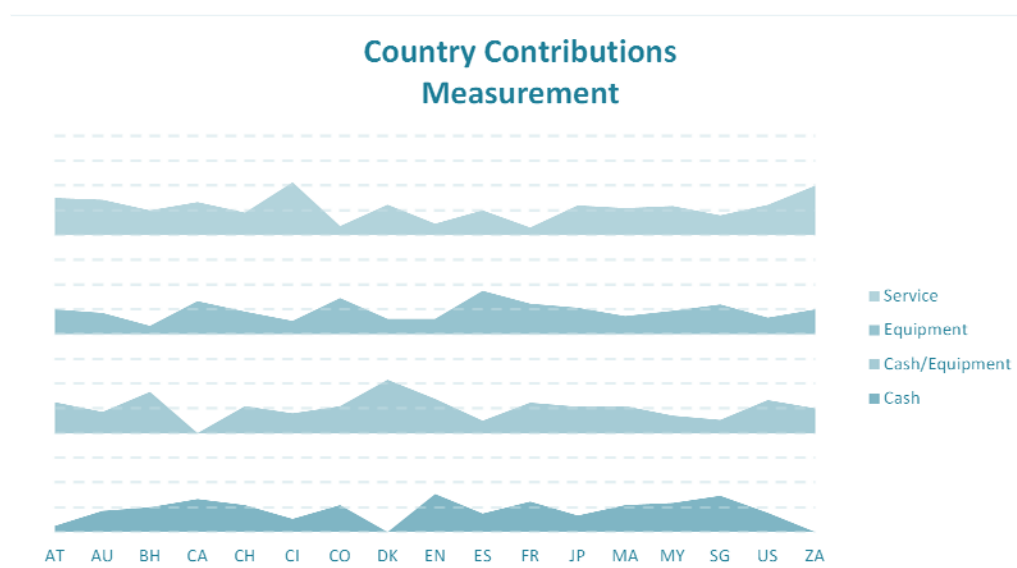


Figure 1 – Sample data to illustrate the chart construction idea

- Remember to use the correct number format for data demonstrations
- All information is important, avoid font sizes that are too small, or unidentified data.
- Diagram and format this dashboard as a report, ready to be printed on A3 paper.
 - Provide a cover for this report, identifying its content. Remember to identify the page number and the number of pages.
- Save the file. The file name should include the date range analysed.
- Save a black and white copy as a *.pdf* file of the report, including the current date in the file name.

SESSION 2 – DAY 1

The Project Manager of Steve and Steph Consultants has specified the following deliverables for session two of the project. Your work will be available for use in subsequent sessions. You will also be provided with the functional version for the coming sessions. You may choose to use your own or the working version.

Deliverables		
ID	Name	Description
2.1	Forms – Basic data management	Develop management forms for: clubs, players, tournaments, clubs rosters, referees and stadia.
2.2	NSC [®] tournament spreadsheet.	Develop an automated spreadsheet to help soccer fans to track the clubs as they progress through the group phase and knock-out rounds to the finals.

2.1 Forms - Basic data management

- Create a copy of the initial NSC[®] tournament management application, identifying the current stage of development on its file name.
- You are requested to create forms to simplify the use of the NSC[®] tournament management application. You can use the images and animations provided to propose a layout theme to meet all the requirements described below:
 - All forms must be pop-up window and fit a 1024x768px screen. (Avoid the use of horizontal scroll bars.)
 - Identify all forms, fields and controls. The users must be able to understand where they are and what are they doing.
 - Usability is a high priority requirement, be careful about the order of navigation through the form fields, it must make sense to the users.
 - Enable users to navigate records, perform actions and close forms through a control box. Establish a standard for all forms controls.
 - Save a copy of this theme on the same folder as the database application file. Use this theme for all forms in the NSC[®] tournament management application.
- Users are not allowed to add, edit or delete data in ID fields, but they must be able to see this data for each record.

- The application forms must register the date & time for insert and update actions when the table structure allows it.
 - createdOn and lastUpdate information must not be visible for user on a new record screen. Enable users to see this information as a little paragraph at the end of each form.
 - lastUpdate data must be updated automatically before the update event.
- Forms to be developed:
 - **Members form**
 - The country flag should be displayed to help the users identify each member.
 - **Clubs form**
 - Create a control to allow the user to choose the current tournament and access the *Club's roster form* that will enable them to register the roster received on club registration or edit the existing roster.
 - This form must list only the active records and its delete button must only turn the record to be deleted to inactive. (Do not delete it physically.)
 - Display the club emblem to help the users identify each club.
 - **Players form**
 - This form must list only the active records and its delete button must only turn the record to be deleted as inactive. (Do not delete it physically.)
 - **Tournament form**
 - Info field will store a large amount of text, so provide a generous size for this field.
 - **Club's rosters form**
 - It must be a continuous form, enabling only the registration of players for the selected club on *Clubs form*.
 - **Referees form, Stadiums form and Users form** for basic manipulation of their data.

2.2 Automated tournament spreadsheet

Develop an automated tournament spreadsheet for soccer fans to follow the NCS® matches.

- Allow the soccer fan to see only one sheet, the **Tournament table**.
 - Tournament table sheet must contain:
 - The Group phase matches are listed according to *nsc2011_england-schedule.xlsx*.
The following matches (quarter finals, semi-finals, match for 3rd place and final) must be automated to place the correct clubs in each match based on the group phase final results.
 - Develop separate standings tables for the 4 tournament groups. These tables must be automated to calculate club statistics and its standings order according to the instructions described below.

Here is a sample of a standings table, the order from 1st to 4th place is based on the standings rules in descending order.

Group X						
Club	W	L	D	Gf	Ga	Pt
1 st	3	0	0	5	0	9
2 nd	1	1	1	4	0	4
3 rd	0	1	2	1	3	2
4 th	0	2	1	1	6	1

* W – win | L – Lose | D – Draw | Gf – Goals for | Ga – Goals against | Pt– Points

** Win = 3 points / Draw = 1 point / Lose = no point

Classifying rules order:

- 1 – total points
- 2 – highest number of wins
- 3 – highest goals difference (Gf – Ga)
- 4 – highest Gf number

* if those rules are not sufficient to break all ties between clubs in the same group, on the standings table, then the NSC® will announce, 1 day after the 3rd round of matches for that group, a final classification order, based on the toss of a coin.

- Club's name cells of matches after the Group phase would be filled automatically, only if the Group phase had been fully completed.
- Lock the spreadsheet enabling the user to fill only the scores of matches using the combination **#Lo-donCu** as password.
- This spreadsheet will be delivered for a general soccer audience, so resources and identifications must be provided to help the user understand its function and also how to use it.
- Save two copies of this spreadsheet, one for the current version of MS Office 2010 and the other for MS Office 97-2003.

SESSION 3 – DAY 2

The Project Manager of Steve and Steph Consultants has specified the following deliverables for session three of the project. Your work will be available for use in subsequent sessions. You will also be provided with the functional version for the coming sessions. You may choose to use your own or the working version.

Deliverables		
ID	Name	Description
3.1	Form – Matches management	Schedule matches, drug testing selection.
3.2	Competition rules	Prepare a document to be printed and published for players and club staff.

3.1 Form Matches

Schedule matches, drug testing selection.

- When user selects the stadium where the match will be held, the audience limit should be displayed on the screen. The user must be able to input the audience limit on seats in the three separate areas (Cabin, Stand-superior and Stand).
 - Validate the numbers entered by the user, the sum of them must not be greater than the audience limit of the chosen stadium.
- The referee choice must be validated. They cannot be a referee of one of the clubs involved in this match.
- Enable the user to run a random selection of 3 different players for drug testing from each club (home and away) and display it on a sub form. This selection of players must only be available on the same day as the match, neither before nor after.

3.2 Competition rules

Prepare a document to be printed and published for players and club staff. Use the media library available or MS Word resources to make this document attractive for readers.

- This document is a handbook publication. You are asked to prepare it as follows:
 - Paper size: A5
 - Margins:
 - Top and bottom = 1cm
 - Left = 2.42cm
 - Right = 1.45cm
 - Prepare the document to be printed as a booklet.
- You have received a draft from ISIS™ central office *c_r_official_approved.txt*. Format it according to the following instructions.
 - Develop a front cover containing:
 - ISIS™ and NSC® logo
 - “Competition Rules v1.1” as title
 - “NSC® England 2011” as footer
 - Insert the preface (new page)
 - Break 4 lines after the approved preface and type the following information:

“Unauthorized copying of this material will not be considered as legal evidence, for challenges against the punishment of clubs or players, if contest rules are violated. Controlled copies will be delivered to the delegations in accordance with the number of participants previously enrolled in the tournament within the period stipulated by ISIS™.”
 - Document automated summary (new page)
 - Every chapter begins on a new page
 - At footer section, insert “Page number / Total pages” centered and aligned

- Develop a back cover containing:
 - “ISISTM web site <http://www.isis.com> | NSC® England 2011” as footer
- Insert the following footnotes:
 - Chapter 1
 - *For 2 from South America*
 - “Mexico will dispute his classification to NSC® against the South American clubs”.
 - Chapter 2
 - For the first occurrence of the word “captain”
 - “A Captain of a club roster must be elected according to the first soccer rule which says “the choice of captain must respect the age order, the older has priority”. Exceptions will be accepted, if the older player represents himself/herself in a hand-written letter disagreeing with his/her election.”
 - For the second occurrence of the term “red card”
 - “A red card received, means at least suspension for one match. It is possible for the suspended player to be judged by an international board of members after the match, and as a result this player could be suspended for more than one match.”
- Replace all occurrences of “ISISTM” by “ISIS™”
- Replace all occurrences of “game” by “match”
- Format with **bold** all occurrences of words (with length > 1) in capital letters, except for: ISIS™, NSC® and CLUB.
- Save the current document and identify it as “Competition_Rules_v2.4-Booklet.doc”.

SESSION 4 – DAY 2

The Project Manager of Steve and Steph Consultants has specified the following deliverables for session four of the project. Your work will be available for use in subsequent sessions. You will also be provided with the functional version for the coming sessions. You may choose to use your own or the working version.

Deliverables		
ID	Name	Description
4.1	Form and Report – Tickets	Enable NSC® staff to sell tickets for tournament matches.
4.2	Schedule Spreadsheet	Enable the office staff to produce automated schedules for meetings and events.
4.3	Drug testing agreement form	Type and format the recently approved agreement form for Drug testing after the matches.

4.1 Form and Report Tickets

Enable the NSC® staff to sell tickets for matches. Create the ticket sales form and the report of number of tickets sold.

- Tickets form
 - The user must follow the described sequence, before selling the tickets:
 - Choose the match (it must list only the matches which will occur from today until the end of this tournament)

yyyy/dd/mm– Home club x Away Club
 - Select the ticket type

Cabin, Stand superior or Stand
 - Quantity (default value = 1)

Limit to 10
 - Sell the ticket
 - This form must count and display the number of sold tickets for each seat category when the user selects one of the options. If the user continues to input a number higher than the available number of seats, then the Sell button must be disabled.
 - A ticket sale will be identified by a date and time code as follows:

year + month + day + hour + minute + second + “-” + quantity

- Clicking on **Sell** button:
 - The form needs to generate individual records for tickets on table *tblTickets*.
 - If the tickets generation fails, the user must be informed and the sale canceled. Do not forget to delete the orphan' records of tickets from *tblTickets*.
 - If the ticket is generated successfully then display a message confirming the sale and open the *rpt_Tickets* report with the sold ticket(s).

- Tickets sold report
 - Design a ticket identifying the event (NSC®). The diagram below shows the data which must be printed on each ticket.

Sequence no.: <<#####>>
<<Home club>> x <<Away club>> | <<match date>><<match time>>
<<Member abbreviation>> – <<Tournament year>>
<<ticket batch identification>>

- Set up the report to print the ticket that you created with:
 - Width: 15cm / Height: 6,5cm
- Save 2 copies of this report, as a *.pdf*, to simulate selling situations:
 - A single sale containing a single ticket and another sale with an array of tickets.

4.2 Schedule spreadsheet

Enable the office staff to be able to produce automated schedules for meetings and events as suggested by Paul Jackson, one of the ISIS™ managers.

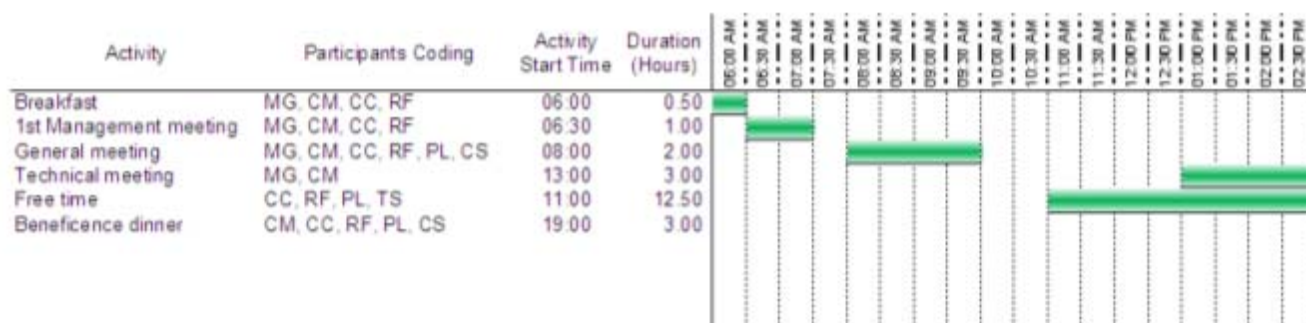


Figure 2 – Sample spreadsheet screen for general orientation. It is not a model to be exactly reproduced, you are allowed to format and diagram it according to your pattern of style developed for ISIS™ NSC®.

- Create a header for ISIS™, the footer should print the file name at left side and the page number /number of pages at right side.
- At least 17 rows must be available for users to create the activities from 06am to 00am.
- User should be able to type only the following information:
 - Activity name
 - Participants codes
 - Activity Start time
 - Only valid time values should be typed with 30 minutes interval between 06am to 11:30pm
 - Duration (hours)
 - This value cannot allow the activity to end after midnight and it is necessary to allow integer values or an integer and a half hour
 - Allow a space below the schedule for any necessary information
- Lock the spreadsheet just to make it easier to type the necessary information
 - Use the master password **n8LiT3**
- Save a copy as a .pdf file example in portrait orientation with some test data.

4.3 Drug testing agreement form

Type and format the recent approved agreement form for Drug testing after the matches.

- Use the ISIS™ NSC® template document.
- The document must have 2 sections:
 - **Test description and Acceptance form (section 1)**
 - The section title is “Drug testing agreement form”.
 - Someone exported the instructions of Drug testing process to a .pdf file, please import the text from *drug_test_selection.pdf* and reformat it. The body of instructions has only one column.
 - The 3rd paragraph of instructions is missing, please type it again for ISIS™ NSC® staff:

“The player takes a fresh lid from a selection offered by the testing officer and seals the sample. There must be at least 75 milliliters of urine for the sample to be valid. If the athlete cannot produce enough in one go, the test is put on hold until they can.”

- Provide 2 spaces for signatures, one for selected player and the other to the testing officer. A space for place, date and time must follow.

○ **Agreement form (section 2)**

- It should be completed by the player using capital letters using an ink pen Provide fields that use individual boxes for letters and numbers, except for date, time and signatures as shown in the example below:

...
 First name: Last name:
 Address:
 Date: ____/____/____

 Signature

 ...

- Information, structure and fields for agreement form:

- Personal Information
 - First Name
 - Last Name
 - Date of birth
 - Nationality
 - Mobile phone number
 - E-mail
 - Address
- Professional Information
 - Full club name
 - Playing position
 - T-Shirt number
 - Country of origin

-
- Table for description of self-administered medications

“Please, list the non-prescribed medications that you used or self-administered during the last 30 (thirty) days. Specify the medication, date last taken and the reason for taking the medication.”

Medication	Date last taken	Amount/Dose	Reason
(Provide at least 4 lines)			

- Acceptation section
 - Have you ingested or inhaled any illegal substance within the last ten (10) days? (yes or no)

“The information provided above is true and correct to the best of my knowledge.”

- Signature
- Tournament year
- Date and Time

- Turn this document in a mail merge. It must fill up automatically the following information for players:
 - Section 1 – *First Name* and *Last Name* on the first agreement text line.
 - Section 2 – Fill up the *full club name* and his *T-Shirt* number on Professional Information section. On Acceptation section, write the *full player name* below the signature space section.
- Merge this document using the sample data source file *players_selected.xlsx*, filtering records according to the following instructions:
 - Select players from away clubs from matches of 14th November that played in the afternoon.
- Save the original file for future merges and save another copy as a *.pdf* file of the merged document filtered according to the previous instruction.

SESSION 5 – DAY 3

The Project Manager of Steve and Steph Consultants has specified the following deliverables for session five of the project. Your work will be available for use in subsequent sessions. You will also be provided with the functional version for the coming sessions. You may choose to use your own or the working version.

Deliverables		
ID	Name	Description
5.1	Database security, data protection and navigation control	Implement security and data protection
5.2	CD/DVD labels	Create an automated template to enable the ISIS™ office to deliver official material to its members.

5.1 Database security, data protection and navigation control

Implement security and protection requirements

- All ISIS™ NSC® employees who use the databases must be identified by a login & password.
Details of the date and time of login must be retained by the application.
- Only active users are able to login in and access the application data.
- You are requested to plan and develop an access control for the users of this application, enabling users only to access the following individual forms if they have been given permission.
 - Tournament form
 - Players form
 - Clubs form
 - Matches form
 - Tickets form
 - Referees form
 - Users form

The following list describes user roles and which forms they are allowed to access or are allowed only for “Read Only” view:

- Administrator/admin
 - All Forms
- Ticket Booth Clerk/clerk
 - Tickets
 - Matches (Read Only)
 - Clubs (Read Only)
 - Players (Read Only)

- Secretary
 - Players
 - Clubs
 - Referees
 - Tournaments

- Coach
 - Players (Read Only)
 - Clubs (Read Only)
 - Matches (Read Only)
 - Tournaments (Read Only)
- Player
 - Players (Read Only)
 - Matches (Read Only)
 - Tournaments (Read Only)

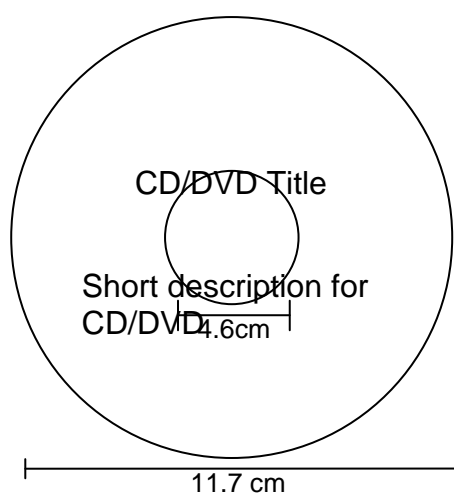
Develop a main form for the application which contains:

- Clickable buttons to the forms listed above, that open their corresponding forms with the suitable permission (Read/Write or Read Only).
 - The buttons should be organized in a comprehensible way (single column, multiple columns, multiple rows, etc).
 - Buttons for forms which the user doesn't have access permission, should not be shown.
 - If a button is not available for the current user then the next buttons must cover its space automatically.
 - "Read Only" access buttons should appear different from Read/Write access buttons.
- Display the current user's full name, date and time of last visit.
- Exit application button.

5.2 CD/DVD labels

Create an automated template to enable the ISIS™ office to deliver official material to its members.

- Page dimensions – 14cm for width and height
 - Center all elements on the page
- CD/DVD dimensions:



- Surround the inner circle with the ISIS™ identification:
 - Independent Society of International Soccer™ – Official content – <http://www.isis.com>
- Create an artistic effect for the background
- Develop a source file to enable mail merging for this CD/DVD label template. This source must store the title, short description and member that will identify the CD/DVD.

Name the source file *mailmerge_cddvd_labels*.

- Enable the template elements to receive the mail merge data. Find a way to identify the member that will receive the media from ISIS™.
- Create a new document based on the CD/DVD label template merging the following test data.

General Meeting Documents, pictures and movies from Oslo 2011	Members: England, United States of America, China, Spain and Portugal
Update of Soccer Rules NSC® London 2011 – Soccer rules v1.8 from 02 March 2011	Members: Paraguay, Argentina, Brazil, Mexico, Colombia, Uruguay and United States of America

- Save the original mail merge as a *pdf file*, and then save the merged document with one of the cases of test data provided as a *pdf file*.

SESSION 6 – DAY 3

The Project Manager of Steve and Steph Consultants has specified the following deliverables for session six of the project. Your work will be available for use in subsequent sessions. You will also be provided with the functional version for the coming sessions. You may choose to use your own or the working version.

Deliverables		
ID	Name	Description
6.1	– Volunteers' Database	Develop a database to register and manage information about the volunteers and their activities.
6.2	Registration spreadsheet	Create an easy way, based on Excel, to perform the registration file distribution and inserts into the volunteers' database.

6.1 Volunteers' database

ISIS™ office called Steve and Steph Consultants yesterday requesting a database application to register and manage the volunteers' activities for the NSC® events.

Create a new database application for NSC® Activity's management that must:

- Allow the NSC® staff to schedule volunteers on activities that cover the following areas:

Activities	Description
Information	Welcome, provide information and orientation for audience at meetings/matches.
Accreditation	Verification of badges on entrance to matches for official guests.
Office staff	Operate information application, type/print documents, manage spreadsheets and organize/backup files.
Security assistant	Coordinate, communicate and provide assistance, to the outsourced security service.
Material Logistic	Coordinate incoming and outgoing of packages at stadia.
Matches scouting	Register specific events, movements and details during the matches.
People logistic	Coordinate and communicate with drivers, club staff and official guests.

- Allow the volunteers' registration as shown in *frm43_volun_registration.pdf* directly on application.
- Create an event/match schedule registration for volunteers. Enable the user to search for volunteers to be part of an event/match activity. The following drawing may be of help but you can change it if you wish. Don't forget to provide the common action buttons to manage records (new, save, delete and navigation buttons).

Event/Match form

Event/Match	<input type="text"/>	Date & Time	<input type="text"/>
General Info	<input type="text"/>		
Volunteers scheduled	Activities attended – total volunteers		
<input type="text"/>	<input type="text"/>		
<input type="button" value="Remove Selected"/>	<input type="button" value="Add"/>	<input type="button" value="Print event scheduling sheet"/>	

- Add button must allow the user to filter volunteers and schedule them for an activity at the current event.
- Prevent the scheduling of the same volunteer twice for the same activity and allow him to be scheduled for different activities at the same event/match.
- Activities attended – total volunteers must be updated automatically according to the addition or removal of volunteers for the event/match.

Filters of Volunteers

Gender	<input type="text" value="Both / Female / Male"/>	Available at: <input type="radio"/> Morning <input type="radio"/> Afternoon <input type="radio"/> Night
Speak other languages?	<input type="text" value="Any / Yes / No"/>	
Activity	<input type="text" value="List of activities"/>	
Search result:	<input type="text"/>	

The filter above must generate a list of volunteers on search result box, displaying their full name, gender and spoken languages (if applicable). Provide a structure to enable the user to schedule the volunteer(s) for a single activity from the result list for the event/match.

The user must be allowed to add a volunteer based on the result of his/her search or cancel the add action. Avoid default system messages or screens of error being displayed.

- An array of old volunteers' personal data, were provided by ISISTM office on *volunteers.xls* to help you on application tests.

- Develop reports as follows:
 - List the event/match and the scheduled volunteers, displaying the following information:

Event/Match – Date & Time

General Info

Volunteer full name / Gender (Female or Male) / Telephone Number / Mobile Number

Total number of scheduled volunteers

- Subtotal of volunteers to provide a profile of volunteer's registrations.

Volunteer by gender (attach a pie chart)

Volunteer who speaks other languages (attach a pie chart)

Availability by day periods (attach a bar chart)

6.2 Registration spreadsheet

Steve and Steph Consultants wish to enable volunteers to register.

- Develop the requested spreadsheet file to enable this task. It is an official file of ISIS™ NSC® tournament, don't forget about diagraming and formatting the spreadsheet according to Style Guideline orientations.
- Create a short description, like a manual, for ISIS™ NSC® staff to help them to import the volunteer data to the volunteers' database.

SESSION 7 – DAY 4

Now you are requested to create a presentation to show all the documents, spreadsheets, databases and tools for the ISIS™ and NSC® office management soccer system.

Deliverables		
ID	Name	Description
7.1	Office Management Soccer System	Create a presentation that demonstrates your ideas.

7.1 Office Management Soccer System

Create a presentation to demonstrate your ideas and creations based on the deliverables requested. The presentation should take no more than 5 minutes. You may be able to speak in your own language.

- Background and text formatting must be done on master slides.
- Required slides:
 - Cover
 - Introduce yourself and what you are presenting.
 - Presentation Summary
 - List the sections of the presentation
 - Provide access to the shows
 - Conceptualization
 - Describe the presentation content
 - Slides presenting the main characteristics of deliverables, solutions and overdrives that you have developed.
- Your presentation must contain:
 - Transitions for all slides with different transitions to identify the 3 sections of your presentation.
 - Create shows for solutions created/developed using: Word, Excel, Access and Overdrives.
 - Highlight the ISIS™ acronym and logo on mouse over during the presentation.
- You may use images, drawings and animations to demonstrate the deliverables you have created.

You will deliver the final PowerPoint file and the video version of it is to be published on the ISIS™ web site.

OVERDRIVE 2

Create the template of a budget plan to enable the NSC® staff to control the tournament income and expenditure. You need to deliver the template file and a sample file to demonstrate it working to NSC® staff.

- User sheets:
 - Home sheet
 - Budget heading
 - Title
 - Description
 - Start date and End Date
 - Navigation menu to: “Budget and Report sheets”.
 - Budget sheet
 - Two sections of data: Revenue and Expenses. The following table is a draft created by the Financial Coordinator. Use *Little_S_Tournament_initial_BUDGET.pdf* data on the sample file.

Revenue

Description	Projected	Actual
	£ #,##0.00	£ #,##0.00
Remove line - Add line button		
Total	Sum column above	Sum column above

Expenses

Description	Projected	Actual
	£ #,##0.00	£ #,##0.00
Remove line- Add line button		
Total	Sum column above	Sum column above

(Available only on Report sheet)

Subtotal	Project Revenue – Project Expenses	Actual Revenue –Actual Expenses
----------	------------------------------------	---------------------------------

- **Add line** button will add a blank line to the table above.
- **Remove line** button will:
 - Highlight what the user wishes to remove
 - Popup a confirm box asking “Are you sure that you want to remove the highlighted line?”
 - For OK option: remove the line

- For cancel option: remove the highlighting
- Allow user to input data only inside the Revenue and Expenses tables. Always keep this sheet protected against changes or formatting.
- Navigation menu to: Home and Report sheets.
- Report sheet
 - Use the same table from Budget sheet but include a subtotal at the foot of both Revenue and Expenses tables.
 - Provide charts to compare all revenues and expenses between projected and actual figures.
 - Apply conditional formatting to highlight in red the actual revenues/expenses which exceed 151% from projected value.
 - Navigation menu to: Home and Budget sheets.
 - Add a “**Print and Export to .pdf**” button that executes the action described on its label.

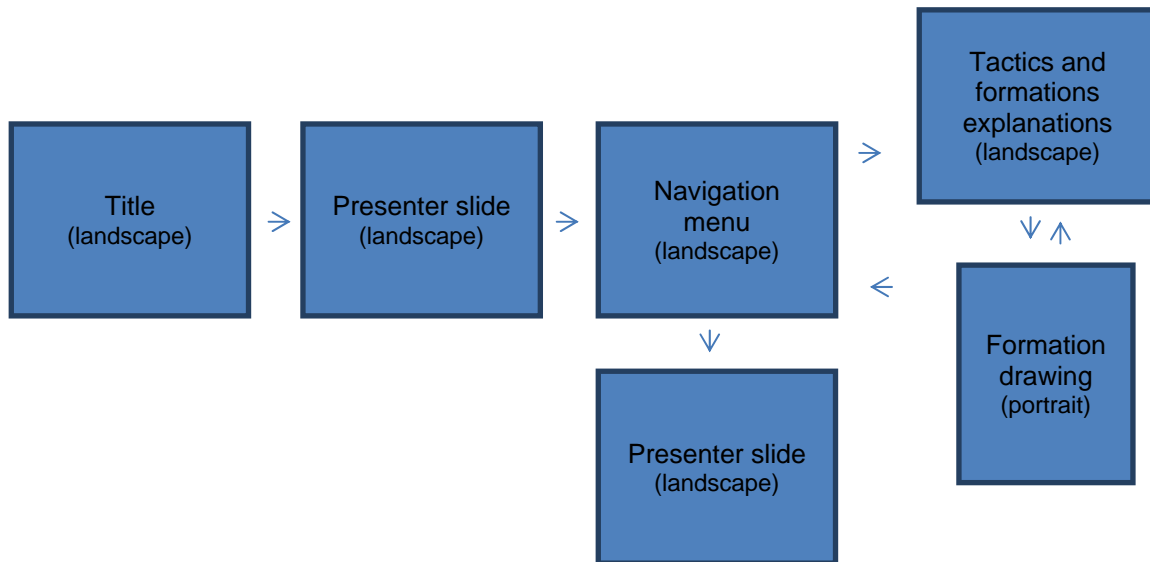
OVERDRIVE 1

Prepare a PowerPoint presentation to explain the soccer formations and tactics for the volunteers,

- Develop a presentation that allows slides with different orientations.
- The navigation through the slideshow must be available only by navigation buttons/controls or links.
- Create the following presentation structure
 - Title slide
 - Title: Traditional Soccer / Subtitle: Tactics, formations and explanations.
 - Second slide
 - Insert ISIS™ and NSC® logos
 - Leave a space to input the presenter's name
 - Third slide
 - Navigation menu for the available tactics and formation given on *Tactics explanation.txt* text file.
 - Other slides (tactics)
 - Create sequence of explanations slides and the corresponding formation drawings
 - Use the tactics and formations explanations in *Tactics explanation.txt*
 - Draw the formations positioning according to the images given.

Unfortunately ISIS™ have not the right to use the images.
 - Last slide
 - Use a black background
 - Place the ISIS™ logo at bottom right side
 - Type a text box with the message "Thank you!" with bold font size of 64pt on white color.
 - Type another text box with the message "Credits: www.soccer-training-guide.com" with bold font size of 10pt on white color.

- Presentation navigation scheme



EQUIPMENT, MACHINERY, INSTALLATIONS AND MATERIALS REQUIRED

Infrastructure for Skill	
Equipment (1 per competitor)	Details
22 inch LCD Monitor	
Computer (desktop machine + mouse + keyboard)	With Windows 7 OS + Microsoft Office 2010 Professional Plus
Adjustable Operator Office Chair with arm rests	
Mouse Pads	
Document Holder	

MARKING SCHEME

Points distribution	
Day 1 – Sessions 1 and 2	26,55%
Day 2 – Sessions 3 and 4	24,75%
Day 3 – Sessions 5 and 6	14,70%
Day 4 – Session 7	17,00%
Overdrives	17,00%
Total	100,00%

OTHER

ISIS™ needs your help to organize the first NSC® tournament with good solutions for their requests. Be careful to attend all their expectations for each deliverable considering their style guideline and your creativity and professionalism.