



Lawrence County Career & Technical Center  
750 Phelps Way  
New Castle, PA 16101

January 16<sup>th</sup>, 2012  
**Technical Computer  
Applications Contest  
SkillsUSA**

**Scope of Contest**

**Written test general questions on MS Office & Windows XP  
Professional Service Pack 3 Version 2002 Operating  
System - 15 points /20 minutes**

**Demonstrate MS Office 7 Capabilities – 45 points**

**Create and format a document using Microsoft Word  
15 points /30 minutes**

**Create a spreadsheet using Microsoft Excel 15 points /30  
minutes**

**Create a Presentation using Microsoft PowerPoint  
15 points /30 minutes**

**Internet Explorer7 Capabilities – 10 points /20 minutes**

**Windows Skills – 10 points /20 minutes**