



8th International Abilympics

Vocational Skills Contest

V29. Word Processing

1. Task Assignment

English Word Processing: Contestants shall use fonts, paragraph, layout editing and multimedia insertion skills as well as fast and accurate input of English data, to effectively create and edit a legible MS-word document.

<Contest Guidelines>

- Save completed file onto the USB provided and submit.
- Microsoft Word 2003 shall be used as a rule, since the task has been made in 2003. But Microsoft Word 2007 may also be used upon requests. There will be no disadvantages in the aspect of using functions of Word 2007 for completing the task.
- The documents for the task are to be 3 pages in A4 portrait size according to the instructions.
- Use page division for some parts of the document.
- Use various font styles, paragraph formats and page layout functions.
E.g.) Font, size, color, word spacing, decorating the first character of paragraph, character spacing, bulletin points, paragraph arrangements, multi-column, line space, Paragraph indent, page border, header, footer, margin, page setting, footnote, etc.
- Insert images, diagrams, tables, and then apply and adjust the form.
- Insert bookmarks and apply hyperlinks.
- Select and apply style repeatedly.
- As a rule, contestants are to use double spaces after periods, question marks and

exclamation points that are used at the end of the sentence meaning questions, exclamations, and stops. Yet, if the contestant uses single space rather than 2 spaces after the ending punctuation marks indicated above in the entire document, there shall be no deductions.

- Contestants shall input, edit, save and print the data in the allocated time. Deductions shall be made to the unfinished tasks.

2. Allocated Time

60 Minutes (25% of the total allocated time shall be provided for contestants with cerebral palsy or visual impairment: Extra 15 minutes)

3. Requirements

1) How to submit completed work

Contestants shall print and save the complete task file on the USB within the allocated time and then submit to the judge with the test papers. (The judge will evaluate the result that contestants printed out in reference to the file saved in the USB.)

2) Requirements

A. The contest will be conducted on basis of the following.

- (1) Contestants shall inspect their designated computers to prevent any errors during the contest.
- (2) Contestants shall receive 3 pages of test papers and 1 page of instructions, and then begin to save the file, input, and apply the document instructions as soon as the judge gives a starting signal.
- (3) The allocated time for the task is 60 minutes. Contestants shall input and edit data according to the instructions. Contestants shall save their files regularly to avoid any loss of data.
- (4) Contestants shall meet all requirements, basic setting, instructions stated in the handouts (3 pages of test papers and 1 page of instructions), and must edit apparent parts according to the test papers even if no specific requirements are stated. (For example, if the character is positioned to the right hand side of the


document but no specific instructions as “arrange to the right” are given, contestants shall set the format according to the forms prescribed.)

- B. Contestants shall be responsible for any disadvantage due to the omission or mistakes made when filling out their personal information form.
 - C. Contestants are permitted to spend 20 minutes to inspect installed computers and be well-acquainted before the contest.
 - D. Contestants must request for any soft-wares or equipments needed, during the Orientation for contestants held a day before the contest. In special cases, contestants are permitted to request for individual installation & practice time, during the Orientation for contestants which is held a day before the contest. (For example, a visually-impaired contestant may choose to become well-acquainted with the machines and soft-wares, and set screen reader parameters 30 minutes before the contest.)
- ※ No special considerations shall be given to any problems that occur with the installed personal assistive device.

3) Reference

- A. The organizing committee shall provide software and equipments needed for the contest. However, contestants who require special assistive device (hardware, software) shall notify the judges prior to the contest. As a rule, contestants are to bring necessary assistive device to the orientation, where they are able to pre-install in the presence of judges.
- B. Seating of contestants shall be arranged by the judges.
- C. The program of the Orientation, held for the contestants to inspect computers, shall be notified prior to the contest.




4. List of Materials to be Provided




No.	Material	Picture	Specification	Unit	Qty per person	Qty for joint-use	Note
1	USB storage device		2GB		1		"pic1.jpg", "pic2.jpg" files shall be saved on USB

5. List of Tools to be Brought

No.	Tool	Picture	Specification	Unit	Qty
1	Personal Assistive Device (Voice card, mouse, keyboard etc.)				Limited to contestants such as the visually-impaired who need assistive devices

6. List of Facilities Installed at Contest Site

No.	Equipment	Picture	Specification	Unit	Qty	Note
1	Hardware) IBM-PC		Core i5 3.2G, 2G RAM, 320G HDD	Each	1 per person (contestants and judges)	Tables and chairs shall be arranged considering wheelchair users.
2	Operating system) MS Windows 7 (english version)					
3	MS Office 2003 (english version)					Microsoft Word 2003 and 2007 will both be pre-installed. Contestants have the option to select.
4	MS Office 2007 (english version)					
5	Worktable, chair		Adult use	Set	1 per contestant	
6	Document support		A4	Each	1 per contestant	

No.	Equipment	Picture	Specification	Unit	Qty	Note
7	Printer		For A4 printing	Each		According to the no. of contestants
8	Paper		A4	Sheet	100	For evaluation
9	Writing supplies			Set	1 per person (contestants and judges)	

7. Evaluation Criteria

No.	Main Items to be Evaluated	Marks
1	Typing Skills	50
2	Evaluation of Word function	50
Total		100