Technical Computer Applications Contest Directions

December 5, 2025

There are **4 domains** in this competition. Any task from any section may be done at any time. You will have 4 hours to complete as many tasks as you can. There are no time limits between sections so please pace yourself.

While some tasks may be easy, others are much more difficult, and nobody would be expected to get all of the tasks correct. Just try to get as much done as possible and do not worry if you have to skip tasks. Different tasks have different point values. Partial credit is awarded.

The Excel domain is a little bit different because you will be accessing an application on your computer called GMETRIX and taking a timed practice test

Any task may be completed in any order at any time within the section. However, certain tasks within objectives may depend on the work of other tasks being completed.

Create a folder in your google drive labeled "**First NameLastInital_TCA2025**" (example: JonahB_TCA2025)This will be the place that you will place your completed tasks. Create a new document for each task to submit

Share the folder with gamer@mtchs.org. Make sure it is **<u>view only</u>** and cannot be edited by anyone but you.

Domain 1: Microsoft Word (50 points)

Task #1 – Create a Personal Letterhead *(5 points)*

1. Create a new blank word document
2. Set top and bottom margins to 0.5"
3. Set right and left margins to .75"
4. Insert the picture "MTCHS_Logo.png" located in the Resource folder that has been shared to your google drive
   a. Resize to 0.6" height and 2.08" width
   b. Format in front of text
   c. Place in the top left of page, within margins
1. Type information in the top right of document
   a. Line 1: "First Name Last Name"
      i. Font size: 14 pt (Bold)
   b. Line 2: "3800 N. Locust Grove"
   c. Line 3: "Meridian, Idaho 83646"
   d. Formatting
      i. Font: "Calibri Light (Headings)"
      ii. Font size: 12 pt
      iii. Line Spacing: 1.0 (Remove spacing after paragraph)
5. Insert a horizontal line below the letterhead
6. Save the document in your shared folder with the name "Letterhead.docx"

Task #2 – Create a Word Template *(5 points)*

1. Open the file containing your letterhead.
2. Change font of entire document to "Arial"
3. Formatting
   a. Put a line break before and after each section (Including before the greeting line)
4. Create a generic greeting line for a letter/email under the horizontal line (Left align)
   a. "To whom it may concern:"
   b. Formatting
      i. Font size: 12 pt
      ii. Line spacing: 1.15 (Add space after paragraph)
5. Put placeholder text for the body after putting appropriate spacing after greeting
   a. "This is a placeholder for the body of the letter."
6. Create generic closing line at the end
   a. Line 1: "Sincerely,"
   b. Line 2: Insert a line break
   c. Line 3: "First Name Last Name" (Single indent)
7. Save as a Word Template in the shared folder with the name "Letter"

Task #3 – Write a Letter with Different Styles *(10 points)*

1. Format the placeholder sentence in the body paragraph as an "Intense Quote".
2. Open a Run window (Outside of Microsoft Word)
    a. Type the command to run the Chrome application but do not press enter
    b. Take a screenshot of the **Run window** with the command using Word window capture feature
3. Create a style named "Letter Style"
    a. Font: "Times New Roman"
    b. Font size: 12pt
    c. Relaxed paragraph spacing
4. Type "This is the custom letter style" above the screenshot
    a. Use the "Letter Style" style
5. Add a line break
6. Enter a signature line for Dr. Joshua Herman with email "Josh@Herman.com"
    a. Show the sign date

7. Save the document in your shared folder with the name "LetterStyle.docx"

Task #4 – OpenType *(15 points)*

1. Under the screenshot, type a paragraph about the uses for Microsoft Word
    a. 4-5 sentences
2. Take the first sentence of the paragraph and make the font into all small caps
    a. Still using the "Letter Style" style
3. Underline the second sentence with a dashed and dotted underline style
4. Strike through half of the third sentence and double strike through the other half
5. Format the fourth sentence to be scaled to 200% spacing and extended
6. Type a fifth sentence saying anything that you want (If needed)
7. Give the fifth format a gradient fill of a green Medium Gradient – Accent 6
    a. Also, apply a 18pt Gold, Accent color 4 glow
8. Hide the entire paragraph
9. Save the document as "Fonts" and place in the shared folder

Task #5 – Prepare an Email through Mail Merge *(15 points)*

1. Create a new document using the "Letter" Word Template
2. Start a Mail Merge for Letters
3. Download "TCA Mail List.docx" from the Resource folder that has been shared to your google drive
    a. Import as recipient list
4. Add two recipients to list.
    a. Ms. Helen Smith

      b.   Mrs. Rose Brown
5. Create a working greeting line in place of the first line
      a.   Use the format that includes "dear" and the recipient's title and full name
      b.   For invalid recipients use "To Whom It May Concern:"
6. Create folder on the Desktop named "Mail Merge" for the letters
7. Export the Mail Merged letters as PDF files
      a.   The PDF files should be named "TCA_Mail_Merge_Letters"
      b.   Save to Desktop in appropriate folder
8. Save the documents to the shared folder

Domain 2: PowerPoint – 25 Points

Task 1: Slide Master (15 points)

1. Create a blank presentation
2. Save the blank presentation as *FirstNameLastInitial_*PowerPoint
3. Change the Theme to "Banded" with a black and white variant
4. Give the first slide any title.
5. Change the subtitle to TCA Contestant.
6. Using the slide master, give the title page Title Textbox a default text shadow
7. Insert a new slide layout named "Custom TCA Slide Layout"
8. Create placeholders on the new layout with a Chart on the left and SmartArt on the right
9. Change the background style on the layout to Style 6
10. In the footer, type "TCA Contestant"
11. In the normal view, insert a new slide (Slide 2) with the new custom layout
12. Add the footer to this slide
13. Also add the slide number, only to this slide.
14. In the SmartArt placeholder, create a "Vertical Curved List"
15. Change the colors of the SmartArt to the preset "Transparent Gradient Range – Accent 2"
16. Add Alt Text for the SmartArt to say "A SmartArt list of random things"
17. In the Chart Placeholder, insert a Treemap
18. Keep the default values
19. Change the chart to "Layout 6"

Save changes to the shared folder

Domain 3: Microsoft Excel (50 Points)

For this section, you will be taking the GMETRIX practice exam for Microsoft Excel. The access code is on the front screen and this is a timed exam where you have 50 minutes to complete 6 projects.

1. Open the GMETRIX application
2. Log in with Google
3. Click on Redeem Code
4. Enter the code: 78613-Heesch-47001
5. Select the MO 211: Excel Expert Practice Exam
6. Select Practice Exam 1
7. Complete as many tasks as you can on the test
8. After you score the test you will get a score summary page,
   a. Take a snip of this page and save it as *FirstNameLastInitial_*Excel in your shared folder

Domain 4: Windows Tasks

For this section, use a Word document to track the progress through a series of screenshots. The format of the document is irrelevant, but each screenshot should have an accompanying title or task number/letter. This is especially important when questions are skipped. The document can be as long as necessary so one page per task is fine.

Save the document with the screenshots in the same google drive folder as before, named "**FirstNameLastInitial_Domain4**"

File Explorer – 10 points

Task 1: File Navigation (10 points)

A. Set your Windows File Explorer to open to "This PC" when opened. If it is already on this setting, switch it to Quick Access.
   a. Provide a screenshot of the menu where you can change this setting.
B. Provide a screenshot or write the full file location of where the Command Line executable program is stored.
C. Show where a connection to a File Server can be added and assigned a drive letter.
D. What is the name of a default program that would make this screenshotting process and step by step instructions much easier to send and format? (Hint: Not Snipping Tool)

Control Panel and Settings – 15 points

Task 2: Computer Management (20 points)

A. Provide a screenshot of the window used to enable features such as Hyper-V or the Linux Subsystem.
B. Show both the screens used to completely remove a program from the computer in the control panel and settings.
C. Screenshot where you would go to allow access to someone to remotely help and assist with your computer.
D. Show the window that is used to partition a new hard drive.
E. Screenshot where you go to change which programs and apps open on computer startup
F. What is the Windows Key shortcut for running a program?
G. Give a screenshot of the tool used to see the permissions that any user has to any specific file. (Hint: "Effective Access")
H. Show where to change the network domain of the computer.
I. Provide a screenshot of the screen where you can set the power button to put the computer into hibernation instead of shutting down.