

# Computer Applications

*Knowledge of computer applications is a necessity in today's high-tech business world. Employees must be able to apply various computer applications in a business environment utilizing critical thinking and decision making skills. This event provides recognition for FBLA members who can most efficiently demonstrate computer application skills.*

## Competencies

Participants should be prepared to complete problems in the following areas, with possible integration:

- ▽ **Word Processing** - Participants will be responsible for the production of letters, memorandums, tables, reports, or any type of word processing problems.
- ▽ **Database**- Participants will be responsible for creating a database and applying various functions such as searching, cloning, etc.
- ▽ **Spreadsheets**- Participants will be responsible for completing the spreadsheet grid and applying various functions such as move, format, etc. In addition, students will be responsible for creating and applying formulas.
- ▽ **Business Graphic Solutions**- Participants will be responsible for completing various graphics, including bar, line, exploded pie, or stacked bar.
- ▽ **Presentation**- Participants will be responsible for preparing text slides with graphics. Participants will be responsible for formatting each problem and must recognize the necessity for accurate proofreading. The Format Guide will be used for formatting word processing documents.

Results will vary based on accuracy of printed documents.

In addition, participants will be tested on their understanding and mastery of basic computer terminology and concepts, document formatting rules and standards, related application knowledge, and grammar, punctuation, spelling, and proofreading.

## Business Education Curriculum Standards:

Information Technology

## Eligibility

Each chapter may enter members who are on record in the FBLA-PBL Online Membership System as having paid dues by the officially published deadline for the current school year.

No member may have competed in this event at a previous National Leadership Conference.

# Computer Applications continued...

## **Procedure**

Chapters must complete the School Site Testing Request Form and submit it by the deadline. Completed production tests must be submitted by the deadline. Tests received after the deadline may still be accepted by judges—but not without penalty points being assessed.

Note: Please see the Special Event Guidelines at the beginning of this section for additional information.

## ***School Site testing***

Two (2) hours will be allowed for the skill test at the school-testing site. Additional time will be allowed for general directions, equipment set-up, and warm-up. Problems are weighted according to difficulty.

The Format Guide and Dictionaries may be used as references.

Voice recognition software may be used where appropriate. The local chapter must provide the software.

Calculators are not allowed on the production portion of the test.

## ***Objective Test***

The online written test will constitute 15% of the final score.