



## DESKTOP PUBLISHING USING WORD

### Event Specifications

#### SCOPE OF CONTEST

The contestant will have 50 minutes to produce a creative document as directed. Examples of the document may include, but are not limited to, a brochure, flyer or magazine article.

#### NUMBER OF COMPETITORS

Individual event, limited to 32 competitors.

Fresno ROP reserves the right to modify enrollment due to limited spaces available.

#### RULES AND PROCEDURES

1. General directions will be given to all contestants.
2. Once the competition starts, there must be no conversations/talking to persons outside the competition arena, their teachers, coaches or parents, or between the competitors.
3. Contestants will have 50 minutes to design their document for this event. This excludes time for general directions, and printing of documents. An additional 10 minutes will be allowed for printing. Results will be based on mailable (error free) copies.
4. All documents will be produced on Microsoft Word 2021 using a PC.

#### JUDGING CRITERIA

1. Knowledge of word processing software to set up document efficiently
2. Proofreading skills to identify mailable copy (error free)
3. Appealing layout/information to entice customers

#### EQUIPMENT AND MATERIALS

1. Supplied by the contestant:
  - a. Pens, pencils
  - b. Reference manuals **WILL NOT** be allowed
2. Supplied by the Career Skills Challenge:
  - a. Word Processing software Word 2021
  - b. Laser printers