



Malaysia Abilympics Competition

4. Word Processing

1. Task Assignment

- Contestants will have 2 hours and 30 minutes to reproduce perfectly the 4 pages of the following document using Microsoft Word.
- The numbers refer to the various formatting procedures to perform in order to obtain the final document.
- Contestants must make sure to save their document on the hard drive disk under the name "Bordeaux Wines" in 2 formats:

- Word Document
- PDF file

- Contestants will have 15 minutes to check the provided equipment for problems and/or to install their own personal assisting devices (mouse, keyboard...).
- Contestants will then be handed the document. They will have 15 minutes to read it, as well as the instructions.
- Contestants will begin the competition. They will have 2 hours to input and format the document. They will then print it and save it on the hard drive.
- The jury will not take into account any problem coming from the contestants' personal devices.
- Points will be deducted from the scoring scale if a part of the task is not completed.
- The task will be completed using Microsoft Word 2013.
- Printing will be performed in color on A4 paper, portrait mode.

2. Allocated Time

2 hours and 30 minutes of competition.

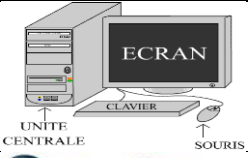
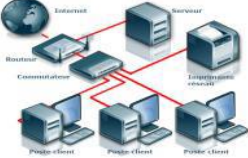




3. Procedure

- On the day of the competition, contestants will be welcomed on the contest stand by members of the jury. A briefing about the organization of the contest and about the security rules will be arranged.
- Contestants will draw lots to be assigned to a work station.



4. Requirements

- On the day of the competition, contestants will not have access to the Internet and may not use any equipment or software other than those provided by the organization.
- The jury will collect all electronic means of communication contestants may have (Cell phone, tablet computers...) at the beginning of the competition. They will be returned to their owners once the competition is finished.
- Any contestant caught cheating, talking to someone from the public or using a communication device will suffer a penalty of 5 points for the first transgression. A second transgression will lead to an exclusion from the contest.


5. List of the provided equipment

No.	Equipment	Picture	Specifications	Qty per contestant	Qty for all
1	Central unit, screen, keyboard and mouse		Processeur Core i5 RAM8 Go	1	
2	Network				1
3	Office Suite 2013			1	
4	OS		Windows 7	1	
5	Printer		A4 Printing Network Laser Color		1
6	Package of paper		A4	100 sheets	

6. List of tools to be brought for each contestant

No.	Tool	Picture	Specifications	Notes
1	Personal assisting devices (adapted keyboard, mouse)			For contestants with special needs and/or international contestants using a different type of keyboard
2	Writing material		Pencils, pens, eraser...	

7. List of facilities installed at the contest site

No.	Equipment	Picture	Specifications	Qty
1	Worktable and chair			1

2	Document support		A4	1
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8. Evaluation Criteria

No.	Evaluation Criteria	Scoring scale
Text Input : 40		
1	Text input page 1	10
2	Text input page 2	10
3	Text input page 3	10
4	Text input page 4	10
Formatting and printing : 8		
5	Page setting (margins/paper size)	2
6	Page border (presence/style/red)	2
7	Footer presence/format/page number	2
8	Printing (paper & PDF)	2
Page 1 : 12		
9	Autoshape (presence/position/effect)	2
10	Title (presence/Calibri/Italics/Dark Red/18)	2
11	Image 1 (presence/position)	1
12	Text body (Calibri/11/justified/single spacing)	2
13	Subtitle (Calibri/Dark Red/14/italics/spacing above: 6 pts)	2
14	Columns (presence/format)	2
15	Image 2 (presence/position)	1
Page 2 : 10		
16	Text body (Calibri/11/justified/single spacing)	1
17	Subtitle (Calibri/Dark Red/14/italics/spacing above: 6 pts)	2
18	Table (presence/size/borders/font)	3
19	Graph (presence/format/font/title)	4
Page 3 : 18		
20	Autoshape (presence/position/effect)	1
21	Title (presence/Calibri/Italics/Dark Red/18)	1
22	Image 1 (presence/position)	1
23	WordArt (presence/shape/Arial black/22/Dark Red)	2
24	Text body (Calibri/11/justified/single spacing)	1
25	Bullet points (presence/shape/position)	2
26	Drawing canvas	1
27	Text zones (presence/Calibri/9/borders)	3
28	Autoshapes (arrows/Dark Red/1pt)	2
29	Image 3 (presence/position)	2
30	Footer (presence/position/Calibri/9)	2
Page 4 : 12		
31	Shape (presence/position/effect)	1
32	Title (Presence/Calibri/Italics/Dark Red/18)	1
33	Image 1 (Presence/position)	1
34	WordArt(presence/shape/Arial black/22/Dark Red)	2

35	Text body (Calibri/11/justified/single spacing)	1
36	Subtitle (Calibri/Dark Red/14/italics/border)	1
37	Bullet points (presence/shape/position)	1
38	Image 4 (Presence/Style/Position)	1
39	Image 5 (Presence/Style/Position)	1
40	Image 6 (Presence/Style/Position)	1
41	Image 7 (Presence/Style/Position)	1
TOTAL POINTS		100

MALAYSIAN COUNCIL FOR REHABILITATION